APD Personal Property Alert Federal License Plate Destruction/Recycling by UNICOR



BACKGROUND

Federal agencies use a new style license plate for all vehicles/trailers that routinely travel on public roads. Agencies acquire license plates through UNICOR and must register vehicles and trailers in the Federal Motor Vehicle System (FMVRS). UNICOR is responsible for destroying/recycling used license plates and certifying destruction in FMVRS.

POLICY

Regulations prohibit Agencies from storing used/old license plates. Agency personnel will use UNICOR to destroy/recycle all used tags, **at no cost to the REE.** UNICOR pays shipping costs. This process includes old style plates and new style plates from vehicles no longer in service. Agency officials will complete the "Federal Motor Vehicle License Plate Return Form" and return plates with the form to UNICOR via UNICOR's UPS Account, (account number **A5678T).** Return tags to:

UNICOR 14601 Burbridge Road, SE Cumberland, MD. 21502 Attn: Tag Recycling

UNICOR will verify information, report discrepancies to the point of contact, destroy/recycle the license plates, return the form to the agency point of contact, and log the plates in FMVRS as "Destroyed" (DS).

CONTACT

Direct questions to the AFM, Acquisition and Property Division(APD), Property and Support Services Branch, 301-504-1020, or to Cheryl Brumback on 301-504-1096, Cheryl.Brumback@ars.usda.gov

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Federal Motor Vehicle License Plate Return Form

Agency Address	
Point Of Contact	
Phone Fax	

Note: Each license plate returned must be listed on this sheet, and each box shipped must contain a copy of this return sheet. Upon arrival, UNICOR will inventory the contents of the return shipment, and notify the contact listed above that the plates were successfully recieved.

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	For UNICOR Use					For UNICOR Use	
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Certification of Destruction

I certify that the above listed license plates have been received at the UNICOR, Cumberland, Md facility, and that these license plates have been destroyed, and are no longer able to be used as vehicle license plates. I also certify that these license plates have been listed as destroyed in FMVRS.

Date