



PERMANENT FLEET REGISTRATION (PFR) HANDBOOK



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1.000

GENERAL PFR PROGRAM DESCRIPTION AND PREREQUISITES

Permanent Fleet Registration (PFR) (California Vehicle Code (CVC) Sections 5301 – 5309) is a vehicle registration program designed to allow owners of motor vehicle fleets to display perpetual license credentials for their fleet vehicles. The registration certificates and license stickers for vehicles registered in this program show the month of registration expiration but do not display a year of expiration. Fleets renew their vehicle registrations on monthly listings instead of individual vehicle renewal notices.

To qualify, a fleet must contain a minimum of 50 or more commercial motor vehicles or passenger vehicles. **Motorcycles and trailers may not be registered under this plan.** Fleets of 25 or more vehicles may participate in this program if they are qualified through an authorized service agent who submits multiple fleets containing a combined total of 250 or more vehicles.

Note: Notify the Department in writing when the number of vehicles falls below the required minimum.

Vehicles registered under this program must be owned by or leased to the fleet owner. All fleet vehicles must have the business name, trademark, or logo displayed on both the right and left side of a motor vehicle. The business name, trademark, or logo must be visibly legible during daylight hours from a distance of 50 feet. Vehicles weighing less than 6,000 pounds unladen and owned or leased to a public utility company may display the Department issued PFR account number on both the right and left side or front and rear of the vehicle instead of a company logo.

To register under this plan the vehicle must be currently registered. If registration is expired or will expire within 75 days of addition to the fleet, renewal fees and penalties, as appropriate, must be paid. All additional renewal requirements such as parking violation bail or clearance, owner's responsibility violation clearance and service fee, Air Resources Board (ARB) citation clearance, and smog certification, if applicable, must be submitted with the PFR application.

2.000**INQUIRIES**

The Registration Operations Division in Sacramento Department of Motor Vehicles (DMV) Headquarters administers the PFR program. For assistance regarding the PFR program contact us at:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320
Sacramento, CA 94232-5340
(916) 657-9067
FAX (916) 657-6630

Upon request, the Department will make special arrangements to assist those with visual disabilities by making this handbook available in Braille or large print. To request this service, contact the Revenue and Compliance Policy Section at (916) 657-8013.

3.000 HOW TO ESTABLISH A PFR FLEET

3.005 Application Requirements

The fleet owner determines whether the prerequisites for PFR (as explained in Section 1.000) can be met by the company. If so, complete the Application for Permanent Fleet Registration Form (MC 3500 P) side A in full and agree to adhere to all program and vehicle registration requirements.

Print the Application for Permanent Fleet Registration Form (MC 3500 P) side A and send a facsimile to the PFR Section at (916) 657-9017. The application will be reviewed and, if approved, a PFR Fleet Number will be assigned and entered on the form prior to being returned by facsimile. Enter the assigned PFR number on your original application form and submit the original form by mail to the address shown in Section 2.000.

3.010 Reporting of Fleet Vehicles

Once your participation in the PFR program has been established you must notify the Department of the specific vehicles to be included as part of your PFR fleet.

The vehicles may be reported on side B of the PFR Application Form (MC 3500 P) and/or on side A of the PFR Addition Form (MC 495 P). Submit the forms with payment of \$1 per vehicle to the address shown in Section 2.000 or submit to a designated PFR Field Office.

Registration renewal fees and all renewal requirements must be submitted for any vehicle added to the fleet within 75 days of the registration expiration date.

3.015 PFR Service Fee

There is a PFR Service Fee of \$1 for each vehicle registered as part of a PFR fleet due for the following transactions:

- Original Fleet Registration
- Vehicle Additions
- Annual Renewal

3.020 PFR Registration Cards and Stickers

Because PFR is a form of perpetual registration, PFR registration cards do not indicate a year of expiration when issued. Likewise, the sticker issued in lieu of an expiration year sticker indicates simply “California Permanent Fleet, PFR” with the Department sticker inventory control number. For vehicles 10,000 pounds or less, the PFR sticker is to be displayed in the right sticker well on the rear license plate. For vehicles 10,001 pounds or more, the PFR sticker is to be displayed in the right sticker well on the front license plate. Vehicles must reflect the most current year of expiration and this information is readily available to all law enforcement personnel.

3.025 Commercial Vehicle Registration Act (CVRA) Weight Decals and Stickers

All CVRA PFR registered vehicles will be issued CVRA weight decals and CVRA stickers that are **gold** with PFR boldly printed in black. For an initial PFR application, each CVRA commercial vehicle will be charged the CVRA weight decals fee. PFR customers are **not** issued new CVRA/PFR weight decals and stickers in subsequent renewals unless a weight change is reported to the Department, or if the CVRA weight decals and/or the CVRA/PFR stickers are lost. The appropriate CVRA weight decal fee is due only when the CVRA weight decals or CVRA/PFR stickers are issued.

Gross Vehicle Weight Range	Weight Decal	Gross Vehicle Weight Range	Weight Decal
10,001 – 15,000	15	45,001 – 50,000	50
15,001 – 20,000	20	*50,001 – 54,999	54
20,001 – 26,000	26	55,000 – 60,000	60
26,001 – 30,000	30	60,001 – 65,000	65
30,001 – 35,000	35	65,001 – 70,000	70
35,001 – 40,000	40	70,001 – 75,000	75
40,001 – 45,000	45	75,001 – 80,000	80

Note: The weight decals will reflect the top of the weight range (in thousands) of the declared gross combined weight or gross operating weight reported to

*Decals showing “54” are valid for a vehicle up to 54,999 GVW/CGW.

4.000 HOW TO CHANGE VEHICLE WEIGHT

4.005 During the Renewal Period

The fleet owner should:

- List the vehicle(s) on the Adjustment to Billing Sheet (for deletes only) Page 2 of 2 removing it from the renewal.
- Adjust the total number of vehicles and the amount of fees due on the Annual Renewal Listing Page 1 of 2.
- List the vehicle(s) on the Adjustment to Billing Sheet (weight changes only).
- Submit all fees due for renewal including additional weight fees if the weight change is an increase.
- Forward documents and fees to:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320
Sacramento, CA 94232-5340

4.010 Other than During the Renewal Period

The fleet owner should:

- Submit a Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight Form (REG 4008).
- Submit additional weight fees if the change is an increase in vehicle weight.
- Forward documents and fees to:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320
Sacramento, CA 94232-5340

Or submit to a PFR Field Office.

5.000 ADDITIONS TO PFR**5.005 When to Add Vehicles to the Fleet**

Fleet owners may add vehicles to their PFR fleet at any time throughout the year. Vehicles may be added in conjunction with other vehicle registration and title transactions such as transfer of ownership, new vehicle purchase, etc. All documents and fees associated with the transaction must be submitted, with the PFR addition requirements.

How to Add Vehicles to the Fleet

To add a vehicle to the fleet, the fleet owner must:

STEP ACTION

- 1 Complete and sign the Permanent Fleet Registration Addition Form (MC 495 P) Side A.
- 2 Submit a copy of the current California registration card.
- 3 Remit the PFR addition fee of \$1 per vehicle.
- 4 Remit the renewal fees, and penalties if applicable, if the vehicle registration has expired or will expire within 75 days of the addition to the fleet. All other renewal requirements such as parking citation(s) clearance, owner responsibility citation(s) clearance and fees, ARB citation(s) clearance, and biennial smog certification must also be submitted.
- 5 Forward the documents and fees to:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320
Sacramento, CA 94232-5340
Or submit to a PFR Field Office.

6.000 DELETIONS FROM PFR**6.005 When to Delete Vehicles**

Vehicles must be deleted from PFR when they no longer qualify for PFR registration because they are sold or otherwise removed from service.

6.010 How to Delete Vehicles

To delete a vehicle from the fleet, the fleet owner must:

STEP ACTION

- 1 Complete and sign the Permanent Fleet Deletion Form (MC 495 P) Side B.
- 2 Surrender the PFR registration card.
- 3 Destroy the PFR sticker.
- 4 Forward the documents to:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320

Sacramento, CA 94232-5340

Or submit to a PFR Field Office.

7.000 APPLICATIONS FOR REPLACEMENT VEHICLE CREDENTIALS

7.005 When/Where to Apply

Fleet owners may apply for substitute license plates, stickers, or registration card when any have been lost, stolen, or mutilated. Substitute plates and/or PFR stickers may be obtained at any of the PFR field offices or by mailing your request to the PFR Section.

For your convenience, you may submit an application requesting issuance of license plates or sticker to a non-PFR field office. You will be issued new license plates and a regular year sticker. The regular year sticker is to be displayed temporarily until the PFR Section in Sacramento issues a new PFR sticker and registration card.

7.010 Substitute License Plates

The following is required when applying for substitute license plates:

- Application for Replacement Plates, Stickers, Documents (REG 156).
- Substitute/Reflectorized Plate Fee.
- Surrender of any remaining license plate.

7.015 Substitute Stickers

The following is required when applying for substitute PFR sticker:

- Application for Replacement Plates, Stickers, Documents (REG 156).
- Substitute Sticker Fee.

7.020 Duplicate Registration Card

The following is required when applying for a duplicate PFR Registration Card:

- Application for Replacement Plates, Stickers, Documents (REG 156).
- Duplicate Registration Certificate Card Fee.

7.025 Duplicate Commercial Vehicle Registration Act (CVRA)

Weight

Decals and PFR Stickers

The following is required when applying for substitute CVRA Weight Decals/PFR Stickers:

- Application for Replacement Plates, Stickers, Documents (REG 156).
- Weight Decal and/or Substitute Sticker Fee.

8.000 PFR RENEWAL PROCESS

Overview/Action

The PFR renewal process consists of the following three basic stages:

STAGE	WHO	ACTION
1	DMV PFR Section	Reviews renewal listing. Adds any vehicle(s) with a miscellaneous file record status to the Annual Renewal Listing Page 1 of 2. Mails the renewal package.
2	Fleet Owner	Reviews the renewal. Reports vehicles that will not be renewed, including weight changes, on the Adjustment to Billing (for deletes only) Page 2 of 2. Returns the renewal with fees to the PFR Section.
3	DMV PFR Section	Updates vehicle records. Reports any weight changes on the Adjustments to Billing (weight changes only).

8.010 Stage 1 – Generation of Billing Notice

Approximately 60 days prior to the first day of the month in which fees become due the Department generates a computer billing list of vehicles that will expire within that given calendar month.

8.015

Components of the PFR Renewal**ADJUSTMENTS NOT INCLUDED IN DETAIL LIST Page 1 of 2**

This page contains:

- Vehicles manually added to the renewal listing by the Department because they did not print on the vehicle listing pages due to various Department record conditions. ***Customers may not add vehicles to this page.*** See section 8.030 for instructions for reporting vehicles omitted from the fleet listing.
- Accumulated total vehicles billed, and
- Accumulated totals of all component fees due for all vehicles expiring that particular month including the fees for the vehicles added to this page by the Department.

ADJUSTMENTS TO BILLING Page 2 of 2

This page is used by the fleet owner to list vehicles that are to be deleted from the renewal that are not listed on Page 1 of 2. When a vehicle listed on Page 1 of 2, is to be deleted, line through that vehicle on Page 1 of 2. **Do not list it on Page 2 of 2.** Fees for that vehicle should still be deducted from the total fees due.

If a deletion is submitted on a Permanent Fleet Registration Deletion Form (REG 495), after issuance of the monthly renewal applicable to that vehicle, the vehicle will be listed on the renewal listing. The vehicle must be entered on Page 2 of 2 or it will be renewed along with the rest of the fleet.

IMPORTANT: Listing a vehicle on Page 2 of 2 of the monthly renewal only deletes that vehicle from the renewal process. It ***does not*** delete that vehicle from the PFR fleet account. A separate MC 495 P deletion form and surrender of the PFR registration card must be submitted to officially delete the vehicle from the PFR fleet account.

8.015
(continued)

Fleet Vehicle Listing

The vehicle listing shows:

1. Information necessary to identify the vehicles,
2. Details of fees due for each vehicle for registration, VLF, weight, and county fees.
3. Any other fees due for the vehicle such as PFR Service Fees, Environmental License Plate Fee, Smog Abatement Fee and Parking Violations.
4. Codes to indicate if smog requirements are applicable to each vehicle.
5. Codes to indicate proof of insurance required.
6. Accumulated totals of all component fees due.

Vehicles Not Currently Registered Report (Optional)

Vehicles in the fleet which have an expiration date for the month of the renewal but have not been updated as properly registered in the current year will be listed on this page. These may be vehicles which were not properly renewed in the previous year. However, most are vehicles where fees were paid with the previous year fleet renewal but, proof of biennial smog was never updated in the Department's records.

If any vehicle listed should be deleted due to sale of the vehicle, return a copy of the list with a Permanent Fleet Registration Deletion Form (MC 495 P) with your renewal application.

If the vehicle(s) are being renewed submit the appropriate page(s) and fees due with your renewal application. Contact your local Department Field Office or the PFR Section at (916) 657-9067 if you need a fee quote for vehicles listed on this page. Any outstanding renewal requirements such as biennial smog certification due for the previous or current year, which have not been satisfied will result in a "Report of Deposit of Fees" (RDF) being mailed back with specific instructions to resubmit the RDF along with a Permanent Fleet Registration Addition Form (MC 495 P) and an additional PFR addition fee of \$1.

Certificates of Non-Operation are never acceptable for PFR registered vehicles. (CVC) Section 5302(b)

8.020 Stage 2 – Review of Billing

Review the fleet listing pages. Any vehicles to be deleted, (except vehicles written on Page 1 of 2,) are to be entered on Page 2 of 2 along with the vehicle description, expiration date, and a breakdown of the fees due on each vehicle being deleted. Total the fee columns and enter the totals on the “Adjustments” line on Page 1 of 2. Deduct these fees from the printed or adjusted totals. Enter the result on the “Total” line.

CVRA

Review the declared weight for each vehicle. In the event the weight shown is incorrect or has changed, complete the Adjustment to Billing (weight changes only) making sure to include the **WEIGHT INDICATOR and the WEIGHT CODE**. These vehicles **must** also be shown on Page 2 of 2 as described above. Add the weight decal/sticker fee for each weight change.

8.025 Planned Non-Operation (PNO)

(CVC) Sections 4604, 4604.5, R & TC 10856

A vehicle, which is not currently and properly registered, may not retain its PFR status. A vehicle which is deleted from the fleet due to anticipated non-operation that will remain under the control of the PFR fleet owner should be registered with a PNO status in order to defer payment of registration fees and avoid penalty assessment. If PNO status is desired for any vehicle being deleted from the monthly renewal submit the following with the renewal documents:

- Permanent Fleet Registration Deletion Form (MC 495 P) with the PNO box on the far left checked.
- The current PFR registration card.
- PNO Service Fee.

NOTE: To avoid penalties, the fleet renewal package, with these items, must be postmarked on or before the vehicle’s expiration date.

Certificates of Non-Operation are not accepted for PFR registered vehicles. (CVC) Section 5302(b)

8.030 Vehicles Omitted From the Fleet Listing

If a vehicle which is registered on your PFR fleet does not appear on the list, the fleet owner should renew the vehicle by submitting the following:

- A copy of the registration card showing PFR status.
- Renewal fees for each vehicle omitted from the listing.
- A note indicating the vehicle was omitted from the billing.

IMPORTANT: It is the responsibility of the fleet owner to renew all fleet vehicles **WHETHER OR NOT THEY ARE INCLUDED ON THE VEHICLE LISTING**. Penalties will not be waived due to vehicle omissions on the renewal listing.

8.035 Parking Violations

Outstanding parking violations will be listed directly under the description of the vehicle for which they were issued and will indicate the citation number, the date the citation was issued, the issuing court city name, court assigned code number, and the amount of bail required to clear the citation(s). The exact bail amount shown on the fleet listing or a court issued abstract must be submitted to clear each citation from Department records. When submitting a court issued abstract as clearance for an outstanding citation, deduct the bail amount shown on the fleet listing for that specific citation. If additional information is required, please contact the PFR Section at (916) 657-9067.

8.040 Owner's Responsibility (O/R) Citations on Renewal Vehicles

Owner's Responsibility Citations are issued for vehicles that have registration and/or safety equipment violations (i.e., brakes, tires, etc.) and must be cleared through the court jurisdiction where the citation was issued. Vehicles with O/R citations will not be listed on the PFR Monthly Renewal Extract. A separate notice, Report of Deposit of Fees (RDF), will be mailed with the PFR Renewal Listing containing the citation information and renewal fees due. Vehicles with an O/R status cannot be updated for renewal in the Department's records until an Abstract of Court Release Adjudication, (DL 106R) is submitted to the Department with the appropriate fee to clear each citation. It is strongly recommended that the fleet registrant deposit renewal fees for cited vehicles along with the monthly PFR Renewal to avoid a penalty assessment.

8.045 ARB Citations on Renewal Vehicles

Air Resources Board (ARB) Citations are issued on commercial diesel vehicles with a gross vehicle weight or combined gross vehicle weight of 10,001 pounds or more that are found not complying with the idling requirements for diesel vehicles. The citation must be cleared through the Air Resources Board. Vehicles with ARB citations will not be listed on the PFR Monthly Renewal. A separate notice, Report of Deposit of Fees (RDF), will be mailed with the PFR Renewal Listing containing information about the vehicle and the renewal fees due. Vehicles with an ARB citation cannot be updated for renewal in the Department's records until proof that the ARB citation has been cleared. It is strongly recommended that the fleet registrant deposit renewal fees for cited vehicles along with the monthly PFR Renewal to avoid a penalty assessment.

8.050 Code "S": Smog Certification Requirements

If a vehicle is subject to biennial smog certification an "S" will appear to the right of the vehicle on the fleet listing page(s) under the word "SMOG".

All Bureau of Automotive Repair (BAR) smog inspection stations are electronically linked to the Department's computer system and proof of smog certification testing is automatically updated on the vehicle record when a vehicle has passed a biennial smog inspection. If the biennial smog inspection has not been electronically updated in the vehicle record at the time that PFR renewal is updated, a Notice of Incomplete Renewal will be returned with instructions to resubmit that notice after successful smog testing. ***If smog compliance is not updated within 30 days, the vehicle's PFR status will be revoked.***

When a vehicle's PFR status is revoked for failure to comply with any smog requirement, the vehicle must be added to the fleet again by submitting a Permanent Fleet Registration Addition Form (MC 495 P) and an additional \$1 fee to reregister the vehicle as part of the PFR fleet.

8.055 Code “A”: Emission Recall Program

An “A” will appear in the column to the right of each vehicle on the fleet listing page(s) under the word “SMOG” if a vehicle is subject to an emission recall.

All 1982 and subsequent year model automobiles and light and medium-duty trucks certified for sale or use in California (California only and 50 state) are subject to the Emission Recall Program. Under the recall program, manufacturers submit vehicle and vehicle owner information to the Air Resources Board (ARB) when the vehicle owner does not respond to a manufacturer’s emission recall notice. Upon receipt of information from ARB the Department marks the vehicle record to indicate that the vehicle registration must be refused until the owner submits a Proof of Correction Certificate from an authorized dealership participating in the recall.

8.060 Code “T”: Test Only Stations

A code “T” shown in the smog column indicates that a smog check must be performed at a Test Only Station. Test Only Stations are licensed by the state to perform only tests on vehicles and are prohibited from performing any repair services. In addition, 15% of vehicles registered in the state’s worst smog regions (Enhanced Areas) are directed to a Test Only Station for the vehicle’s initial smog check.

8.065 Code “G”: Gross Polluter Vehicles

A code “G” shown in the smog column indicates a vehicle which has been identified as a “gross polluter.” A “gross polluter” is a vehicle that exceeds emissions standards, polluting at least two times the emissions allowed for a particular model. A vehicle identified as a gross polluter during a smog check **must be** repaired, have those repairs verified, and the vehicle certified at a Test Only or Gold Shield Pilot Station. Once the vehicle receives a certification from a Test Only Station, it will return to its normal biennial smog check cycle.

8.070 Evidence of Liability Insurance

California Vehicle Code (CVC) Section 4000.37 requires the reporting of evidence of liability insurance with registration renewals. Liability insurance coverage must comply with California’s financial responsibility laws, CVC Sections 16056 and 16500.5. The Department began collecting evidence of insurance through a manual process for vehicles with renewals paid on or after January 1, 1997.

Fleet participants are required to show proof of liability insurance each month in which vehicles are being renewed.

Proof may be submitted on any form issued by the insurance agency that meets the requirements of CVC Section 4000.37 or the Certificate of Insurance IRP/PFR (MC 5009 I), also completed by the insurance agency.

8.075 Returning Renewal to the Department

After reconciliation of the billing information, the fleet owner mails the following to the Department:

- Annual Renewal Listing Page 1 of 2
- Adjustment to Billing Sheet (for deletes only) Page 2 of 2
- Adjustments to Billing (weight changes only)
- A copy of the registration card for vehicles to be renewed that were omitted from the fleet listing, if applicable
- Abstract of Court Release Adjudication (DL 106R) for vehicle with O/R citations, if applicable.
- ARB citation clearance information, if applicable.
- Permanent Fleet Registration Deletion Form (MC 495 P) for vehicles being deleted with PNO status marked, if applicable
- Total fees due including fees for O/R citation(s), PNO vehicles or omitted vehicles.

Renewal applications should be submitted by mail to the following address:

Department of Motor Vehicles
ROD – PFR Section MS H160
P.O. Box 932320
Sacramento, CA 94232-5340

Important: Do not submit PFR renewals to field offices.

8.080**Postmark Date**

To avoid penalties, the renewal package **must** be postmarked on or before the earliest vehicle expiration date contained in the monthly billing. The earliest expiration date for vehicles expiring in the renewal month is shown on Page 1 of 2 above the fee adjustment lines.

If the postmark date is after any individual vehicle registration expiration date, that vehicle is subject to a penalty of the renewal fees as follows:

Late Renewals	Penalty
	Sum of:
1 – 10 days	Registration Fee Penalty CHP Fee Penalty 10% of the VLF due 10% of the Weight Fee, if any
11 – 30 days	Registration Fee Penalty CHP Fee Penalty 20% of the VLF due 20% of the Weight Fee, if any
31 days – 1 year	Registration Fee Penalty CHP Fee Penalty 60% of the VLF due 60% of the Weight Fee, if any
More than 1 year – 2 years	Registration Fee Penalty CHP Fee Penalty 80% of the VLF due 80% of the Weight Fee, if any
More than 2 years	Registration Fee Penalty CHP Fee Penalty 160% of the VLF due 160% of the Weight Fee, if any

8.085**Stage 3 – Payment and Update**

Upon receipt of payment:

The Department verifies any noted adjustment to the billing, reconciles fees due and paid, and updates the individual records to reflect renewal for the next registration year.

If insufficient fees have been submitted, the PFR Section Technician will notify the customer via telephone that additional fees are needed.

The customer can pay the requested amount due by giving the technician a valid suspense receipt over the telephone or by submitting a check to the PFR Section.

9.000**FEDERAL HEAVY VEHICLE USE TAX (FHVUT)**

Fleet participants are required to annually show proof of payment or certify exemption of FHVUT for every vehicle subject to the tax which is registered on the PFR fleet.

Acceptable proof of payment of FHVUT consists of one of the following:

- Original or photocopy of an IRS receipted Schedule 1, Form 2290, validated by the IRS.

Or

- Original or photocopy of Schedule 1, Form 2290, filed with the IRS **and** a photocopy of the front and back of the **canceled** check made payable to the IRS covering the amount of the tax.

Or

- Electronic copy of an IRS e-file Schedule 1, Form 2290.

Or

- Evidence showing applicant is making payments to the IRS.

10.000**PFR FIELD OFFICES AND SERVICES AVAILABLE**

Field offices designated as PFR offices have PFR stickers available on-site and can provide service for:

- Vehicle additions
- Vehicle deletions
- Vehicle weight changes
- Duplicate registration cards
- Substitute license plates and stickers
- Duplicate vehicle ownership certificate

Important: Do not submit PFR renewals to Field Offices.

PFR Field Offices

Fresno
655 W. Olive Ave.
Fresno, CA 93728

Fullerton
909 W. Valencia Dr.
Fullerton, CA 92832

Glendale
1335 W. Glenoaks Blvd.
Glendale, CA 91201

Lincoln Park
3529 N. Mission Rd.
Los Angeles, CA 90031

Modesto
124 Burney St.
Modesto, CA 95354

Montebello
424 N. Wilcox Ave.
Montebello, CA 90640

Oakland Claremont
5300 Claremont Ave, 1st Floor
Oakland, CA 94618

Pomona
1600 S. Garey Ave.
Pomona, CA 91766

Rocklin
5245 S. Grove Street
Rocklin, CA 95677

Sacramento South
7775 La Mancha Way
Sacramento, CA 95823

San Francisco
1377 Fell St.
San Francisco, CA 94117

San Pedro
1511 N. Gaffey St.
San Pedro, CA 90731

Tracy
324 E. 11th St. #C
Tracy, CA 95376

Westminster
13700 Hoover St.
Westminster, CA 92683

11.000**SAMPLE FORMS**

The latest revision of each of these forms can be found on the DMV website at:

www.dmv.ca.gov

1. Application for Permanent Fleet Registration (MC 3500 P side A)
2. Application for Permanent Fleet Registration (MC 3500 P side B)
3. Permanent Fleet Registration Addition (MC 495 P side A)
4. Permanent Fleet Registration Deletion (MC 495 P side B)
5. Permanent Fleet Registration Fast Facts (FFPFR 1)
6. Application for Replacement Plates, Stickers, and Documents (REG 156)
7. Declaration of Gross Vehicle Weight/Combined Gross Vehicle Weight (REG 4008)
8. Certificate of Insurance (MC 5009 I)