

Motor Vehicle Procedure Manual
Registration
Fleet Registration Program

Table of Contents

Legal Authority	1
Description and Use	2
Specialty License Plates	2
Eligibility	2
Registration	3
Fees	3
Reconciliation.....	4
General Information.....	5
Revision(s) to Procedure.....	6
Exhibit A.....	7
Exhibit B.....	8
Exhibit C.....	9
Exhibit D.....	10

Legal Authority

[Section 320.0605](#), Florida Statutes. Certificate of registration; possession required; exception - The registration certificate or an official copy thereof, a true copy of a rental or lease agreement issued for a motor vehicle or issued for a replacement vehicle in the same registration period, a temporary receipt printed upon self-initiated electronic renewal of a registration via the Internet, or a cab card issued for a vehicle registered under the International Registration Plan shall, at all times while the vehicle is being used or operated on the roads of this state, be in the possession of the operator thereof or be carried in the vehicle for which issued and shall be exhibited upon demand of any authorized law enforcement officer or any agent of the department, except for a vehicle registered under [s. 320.0657](#).

The license plates have a distinctive color and have the word "FLEET" appearing at the bottom and the word "FLORIDA" appearing at the top. There are no annual validation decals or individual registration certificates required.

[Section 320.0657](#) For additional fees, fleet companies may purchase specialty license plates in lieu of the standard fleet license plates. fleet companies shall be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, and any other applicable fees.

[Section 320.08056\(2\)\(b\)](#) The department may authorize fleet specialty license plates. With the permission of the sponsoring specialty license plate organization, a fleet company may purchase specialty license plates to be used on fleet vehicles. (c) Notwithstanding [s. 320.08058](#), a fleet company specialty license plate must include the letters "FLR" on the right side of the license plate. Fleet specialty license plates must be ordered directly from the department.

[Section 320.01\(11\)\(a\)](#), Florida Statutes, "Motor vehicle" means an automobile, motorcycle, truck, trailer, semitrailer, truck tractor and semitrailer combination, or any other vehicle operated on the roads of this state, used to transport persons or property, and propelled by power other than muscular power.

Description and Use

This procedure provides information and instructions to assist employees of the tax collector, license plate agent, and Florida Highway Safety and Motor Vehicles (FLHSMV) with those companies eligible for Fleet License Plates.

Specialty License Plates

- A. A fleet company, with the permission of the sponsoring specialty license plate organization, may purchase specialty license plates to be used on fleet vehicles. This will require the fleet company to contact the organization directly. If approved, the organization must supply the fleet company with an approval letter on their letterhead.
- B. Fleet companies may purchase specialty license plates in lieu of the standard fleet license plates. The purchase must be done 3 months prior to the renewal of regular plates, and the placement order for specialty plates. The current process of obtaining a specialty license plate will be used to conduct the transaction. Fleet companies shall be responsible for all costs associated with the specialty license plate, including all annual use fees, processing fees, fees associated with switching license plate types, and any other applicable fees. For additional information refer to Procedure [RS-22](#).

Eligibility

- A. The owner or lessee must obtain and provide a list of all vehicles registered in the company name that are to be in the fleet program. If the company does not have a complete list of the registered vehicles they want in the fleet program, they can obtain (for a fee) a list from the MV Public Records Unit. They will need to provide the name of the entity/FEIN # under which the vehicles are registered. The contact information is shown below:

Submit to: Division of Motorist Services

Revision Date: 03/18/24

Effective Date: Immediately

Page 2 of 10

Attn: MV Public Records Unit
2900 Apalachee Parkway, 57 Tallahassee, FL. 32399-0500
Telephone: (850) 617-2804 (Monday – Friday, 8:00 AM – 5.00 PM)
Email: DMVrecords@flhsmv.gov

- B. The owner or lessee must submit an application specifying the number and types of vehicles to be registered in the fleet (along with the FEID number of the company or the customer numbers assigned by the FRVIS 2000 computer system) to the local county tax collector office for processing. The tax collector office will identify the customer number that will be used and forward the application to the Division of Motorist Services to assign the fleet numbers. Applications can be faxed to the Fleet Unit at 850-617-5145. If you have any questions, call the Fleet Unit at 850-617-2900.
- C. All fleet vehicles assigned fleet license plates must have the company's name or logo and unit number displayed on the vehicle so that they are easily identifiable.
- D. In order to participate in the fleet program, the fleet company must have a minimum of 100 vehicles, or a minimum of 25 trailers or semitrailers.
- E. Fleet vehicles CANNOT be apportioned motor vehicles as defined in [s. 320.01](#), Florida Statutes.

Registration

- A. The initial application, which includes a complete listing of all vehicles for participation in the fleet registration program, must be made 90 days prior to the expiration of the current registrations.
- B. Renewal information, along with any corrections, should be submitted to the appropriate agency at least 60 days prior to expiration.
- C. Fleet registrations will expire in June or December of each year. The expiration month will depend on the weight of the vehicle.

Fees

- A. REGISTRATION TAXES AND FEES:
 - 1. Registration taxes and fees are paid annually, and a single receipt shall be issued covering the entire fleet as evidence of payment. This payment includes an additional \$2.00 annual fleet management fee per vehicle and a one-time \$1.50 manufacturing fee.
 - 2. When a company increases its fleet size, an issuance fee of \$10 per vehicle will be charged. This will include the \$1.50 manufacturing fee.

B. DELINQUENT FEES:

Failure to renew a registration prior to the end of the month, in which the renewal registration is due, will impose a delinquent fee. The delinquent fee shall be applied beginning on the 11th calendar day of the month succeeding the renewal period. The delinquent fee shall not apply to those vehicles, which have not been required to be registered during the preceding registration period or as provided in [s. 320.18\(2\)](#).

The delinquent fee shall be imposed as follows:

1. License tax of \$5, but not more than \$25: (\$5 flat).
2. License tax over \$25, but not more than \$50: (\$10 flat).
3. License tax over \$50, but not more than \$100: (\$15 flat).
4. License tax over \$100, but not more than \$400: (\$50 flat).
5. License tax over \$400, but not more than \$600: (\$100 flat).
6. License tax over \$600 and up: (\$250 flat).

Reconciliation

All recipients of fleet license plates must submit annual vehicle reconciliation and surrender all unassigned license plates. Failure to comply may result in fines of up to \$1,000 for each occurrence or in suspension or termination from the fleet program.

- A. Prior to registration renewal, the license plate agency will run an exception report, which identifies administrative stops and any other exceptions.
- B. The Fleet company must return all unassigned license plates to the license plate agency on an annual basis.
- C. Fleet companies are required to have in place an internal procedure for control of vehicles.
- D. The license plate agencies may conduct random checks of fleet companies. Companies and vehicles to be checked are determined by the renewing agency.
- E. It is the responsibility of each fleet company to renew fleet vehicles in a timely manner, as FLHSMV does not provide renewal notifications.
- F. A more detailed investigation of a fleet company may be conducted with just cause.
- G. Fleet companies and license plate agents may use the appropriate review checklist (See Exhibits B and C) when conducting reviews and/or investigations.
- H. Sanctions may be imposed for failure to comply with the program requirements. This may include but isn't not limited to:
 1. Written Notice of Violation from the Division of Motorist Services.
 2. Fines up to \$1,000 for each occurrence.
 3. Administrative stops placed on registrations to prevent renewals.
 4. Suspension or termination from the program and cancellation of license plates.

General Information

- A. FLHSMV has developed a Fleet Registration Program to facilitate registrations authorized by [section 320.0657](#), Florida Statutes.
- B. The license plates have a light green background with darker green alphanumeric plate numbers with the word "FLEET" appearing at the bottom and the word "FLORIDA" appearing at the top. There are no annual validation stickers or individual registration certificates required.
- C. The participating license plate agents and the Division of Motorist Services will maintain an appropriate inventory level of new unassigned fleet license plates.
- D. Participating companies will return all unassigned license plates to the participating license plate agents or the Division of Motorist Services.
- E. Inventory codes FLR and DUR have a plate expiration date of 12/31/2099. FRVIS will not indicate the license plate needs to be replaced.
- F. Fleet license plates are only replaced at the company's request, due to damage, loss, or theft. Replacement fees, if applicable, will be charged.
- G. The "Application for Fleet Registration" is attached as Exhibit A.
- H. The "Fleet Company Review Checklist" is attached as Exhibit B.
- I. The "County Tax Collector Review Checklist" is attached as Exhibit C.
- J. A "FRVIS Instructions for Various Transactions" sheet is attached as Exhibit D.
- K. If at any time, after the Fleet is registered, the entity wants a list of vehicles registered in their Fleet, they can obtain (for a fee) a list by emailing the DatalistingUnit@flhsmv.gov. A Fleet number needs to be provided in order to pull the registered vehicles under that Fleet number.

The contact information is shown below:

Submit to: Division of Motorist Services
Attn: Datalisting Unit
2900 Apalachee Parkway, 91 Tallahassee, FL. 32399-0500
Telephone: (850) 617-2805 (Monday – Friday, 8:00 AM – 5.00 PM)
Email: Datalisitngunit@flhsmv.gov

- L. The owner or lessee must continue to use the Tax Collector's office for which they completed and submitted the application under Eligibility, B. for processing Original, Renewal, and Replacement Fleet Registration transactions.
- M. If the owner or lessee wishes to switch to a different Tax Collector's office for processing Original, Renewal, and Replacement Fleet Registrations transaction, they must submit another application under Eligibility, B. with the new Agency listed along with a printed list of their vehicles and proof of insurance.

Revision(s) to Procedure

03/18/24 – Added section L., M. to General Information. Biannual Review.

07/19/22- Statutory review added links to statutes. Added If at any time, after the Fleet is registered, if the business wants a list of vehicles registered in their Fleet, they can obtain a copy (for a fee). The request should be emailed to DatalistingUnit@flhsmv.gov. A Fleet number needs to be provided to pull the registered vehicles associated with the Fleet number. The contact information is shown below: Submit to: Division of Motorist Services Attn: Datalisting Unit 2900 Apalachee Parkway, 91 Tallahassee, FL. 32399-0500 Telephone: (850) 617-2805 (Monday – Friday, 8:00 AM – 5:00 PM) Email: Datalisitngunit@flhsmv.gov. Updated Eligibility section A. MV Public Records Unit. They will need to provide the name of the business/FEIN # under which the vehicles are registered. Submit to: Division of Motorist Services Attn: MV Public Records Unit 2900 Apalachee Parkway, MS 57 Tallahassee, FL. 32399-0500 Telephone: (850) 617-2804 (Monday – Friday, 8:00 AM – 5:00 PM)

01/8/19 - Updated Data Listing Unit Telephone Number: (850) 617-2805.

02/08/13- Updated pages 2 and 4 and Exhibits A and D.

03/05/18- Added Historical Revisions Section, Statute, and definition of vehicle.

Legislative updates to F.S. 320.0657 allows fleet companies to purchase specialty plates and 320.08056(2)(b) which authorizes FLHSMV to allow specialty plate for fleet vehicles pursuant to HB 1135. Added Historical Revisions.

Exhibit A

Application for Fleet Registration

Company Name: _____

Fleet Administrator's: _____

Fleet Administrator's Company Address: _____

Florida County to be Used for Fleet Transactions: _____

Phone Number: _____ Fax number: _____

Email Address: _____

Number of Heavy Trucks over 26,001 or more GVW (Trucks will be issued dual license plates) + _____

Number of Truck Tractors or Heavy Trucks less than 26,001 GVW + _____

Number of trailers/semi-trailers hauling agricultural products + _____

Regular Fleet Vehicle + _____

Grand Total Fleet Vehicles = _____

FEID or Customer Number: _____

Fleet registration expire in June or December each year.

I have been furnished a copy of the Fleet Registration procedures and agree to abide by the terms and conditions as prescribed.

(Signature of Company Fleet Administrator)

(Date)

(Print Name)

(Title)

NOTE: ALL FLEET VEHICLES AND TRAILERS MUST DISPLAY YOUR COMPANY NAME OR LOGO AND UNIT NUMBER.

Interoffice use only

Fleet Number _____ County Name: _____ County Number: _____ Agency Number: _____

Reviewed by Tax Collector Representative: _____

Accepted: Yes _____ No _____ If no, list reason: _____

Exhibit B

Fleet Company Review Checklist

Fleet Number: _____ Company Name: _____

1. Current fleet registrations.

Comments: _____

2. Obtain listing of fleet vehicles registered.

Comments: _____

3. Review listing, noting the number of license plates issued, renewed, transferred, disposed of any additions.

Comments: _____

4. Obtain exception report, if any.

Comments: _____

5. Select the number of vehicles to be inspected.

Comments: _____

6. Determine if there are any unassigned plates.

Comments: _____

Reviewed by: _____
(Company)

Approved by: _____
(Name)

Position: _____ Telephone: _____

Exhibit C

Tax Collector Review Checklist

Date: _____

Fleet Number: _____ Company Name: _____

- 1. Obtain and review the company's written control procedures regarding fleet vehicles.

Comments: _____

- 2. Ensure that the company's reconciliation procedures are adequate in the following areas: plate assignment, disposal, and transfer.

Comments: _____

- 3. Obtain and review the company's list of vehicles.

Comments: _____

- 4. Compare assigned license plates on vehicles being inspected to the list generated by the company and FLHSMV, to ensure plates are properly assigned.

Comments: _____

- 5. Determine if there are any unassigned license plates. If there are, ensure that they are paid for, properly secured, and awaiting assignment to a vehicle within the fleet in the near future.

Comments: _____

- 6. Investigate items noted on the exception report.

Comments: _____

Reviewed by: _____
(County and Agency)

Approved by: _____
(Name)

Telephone: _____ Date: _____

Exhibit D

FRVIS Instructions for Various Transactions

To transfer from regular plate to Fleet Plate:

Registration, Replacement, Registration

Enter tag number

Accept

Change license plate code to FLR or DUR

Enter Fleet Number

Enter insurance

CR – Reason

Comments – Fleet

Fees

Process

Fleet Renewals:

Registration

E-Commerce

Action to Take: Remove Fleet Number

Process

Action to Take: Download

Enter Fleet Number

Process

Action to Take: Run Renewals

Process

Action to Take: Error Report

Process

Cashier

EOD Report

Fleet Detail Report (print 2) 1 – office; 1 – company for billing

Fleet Summary (print 1)

Check problems and make corrections

Run E-Commerce renewal again

Run Fleet Detail Report (will add to previous report) 1 – office 1 – company for billing

Fleet Number Removal:

If the company no longer needs a vehicle in the fleet, the fleet number can be removed from the registration.

This must be done under Registration Correction in FRVIS.

Company Merger or Name Change or Buyout:

Contact the Fleet Unit, Division of Motorist Services, Tallahassee, (850) 617-3001.