

Reviewed: August 1, 2017

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## PROCEDURE STATEMENT

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The Texas Transportation Code, which sets out vehicle registration requirements, requires that all state-owned motor vehicles be registered by obtaining a certificate of title and exempt license plates. These regulations also require that each year in which a vehicle is used or to be used on a public highway, it must pass a state inspection.

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## REASON FOR PROCEDURE

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This procedure provides guidance for obtaining vehicle certificates of title, exempt license plates, and guidelines on vehicle conversions.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 CERTIFICATES OF TITLE AND EXEMPT LICENSE PLATES

- 1.1 When a vehicle or trailer is purchased or received by transfer of title, Texas A&M AgriLife (AgriLife) Fleet Management will be responsible for acquiring the titles and license plates in accordance with the following procedures:
  - A. Obtain a certificate of title (not required for trailers less than 4,000 lbs. loaded weight) by submitting a Texas Department of Transportation Form 130U, *Application for Texas Title* (available online at <http://www.txdmv.gov/> or from the County Tax Assessor-Collector's Office) signed by the Assistant Director for Fiscal Services or agency designee, along with the manufacturer's certificate of origin or other evidence of transfer of ownership to the county tax office.
  - B. Complete a Texas Department of Transportation Form 62A, *Application for Standard Texas Exempt License Plates* (available online at <http://www.txdmv.gov/> or from the County Tax Assessor-Collector's Office), have it signed by the Assistant Director for Fiscal Services or agency designee, and submit to the county tax office.
- 1.2 Upon receipt of the license plates and title, AgriLife Fleet Management creates a vehicle folder, and files the title and vehicle information. A copy of the title and registration will be placed in Laserfiche section 5.6.5.2. AgriLife Fleet Management will send the license plates to the unit via certified mail.
- 1.3 Following the initial registration, vehicles with exempt license plates do not need to be re-registered annually in accordance with the Texas Transportation Code.
- 1.4 Retain the exempt plates for as long as the vehicle is owned and operated by Texas A&M AgriLife Extension Service (AgriLife Extension). Upon the sale or disposal of the vehicle, the exempt license plate along with the receipt issued will be collected by AgriLife Fleet Management and submitted to the county tax office.
- 1.5 There is no requirement to re-register a motor vehicle, trailer, or semi-trailer which is not used on public highways as defined by the Texas Transportation Code.

## 2.0 CONVERSION OF MOTOR VEHICLES

- 2.1 When a vehicle is junked, dismantled, destroyed, or altered in such a manner that it loses its identity as a vehicle, or is not the vehicle described on the certificate of title, AgriLife Fleet Management will surrender the title and license plates as outline in section 1.0 above.
- 2.2 When a vehicle is rebuilt or assembled so that it is a vehicle without proper certificate of title, a new certificate of title should be obtained. To obtain the certificate of title, a county tax assessor–collector requires an applicant for registration for the rebuilt vehicle provide a statement that the vehicle is rebuilt, a photo of the vehicle, a weight slip, and the old title. Additionally, follow the procedures in paragraph 1.0 above before using the vehicle.
- 2.3 Notify the AgriLife Office of Property and Fleet Management of any motor vehicle conversions.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[A&M System Policy 21.01](#), *Financial Policies, Systems, and Procedures*

[A&M System Regulation 21.01.08](#), *Vehicle Fleet Management*

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### **DEFINITIONS**

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*Vehicle*—all devices in or by which a person or property is or may be transported or drawn on a public highway.

*Trailer*—a vehicle that is used to carry a load on itself and is drawn by a motor vehicle.

*Semi-trailer*—a vehicle that is designed to be used with a motor vehicle so that part of the load is carried on another vehicle.

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### **CONTACT OFFICE**

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For questions concerning this procedure, contact the AgriLife Office of Property and Fleet Management at 979-845-4791.

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### **REVISION HISTORY**

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*Approved: August 31, 2002*

*Revised: November 13, 2010*

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*Revised: July 25, 2014*

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