



NEW YORK
STATE OF
OPPORTUNITY.

**Department of
Motor Vehicles**

Permanent Fleet Registration Program Guide

Permanent Fleet Registration Program

Table of Contents

Permanent Fleet Registration Program Overview	1
How Permanent Fleet Registration Works.....	2
Converting Your Vehicles to Permanent Fleet Registration	4
Renewal - Central Office Procedure	8
Renewal of a PFR Registration at a DMV Issuing Office	12
Adding a Vehicle to a PFR Fleet	12
Amending, Replacing or Obtaining Duplicates of PFR Registration Documents	13
Plate Surrender Procedure	13
Audits.....	13
County Use Tax	14
Diesel Emissions Fee.....	14
Codes for County Of Residence	15
Type Of Registration Codes.....	16
Sample Documents Used for the PFR Program	17-19
DMV Issuing Offices that Provide Permanent Fleet Transactions	20-21

Permanent Fleet Registration Program Overview

The Department of Motor Vehicles Permanent Fleet Registration Program (PFR) offers a means for owners of large fleets of vehicles to maintain registrations and to pay the required fees, without tracking down each vehicle and replacing the registration sticker each year. Companies will need to download and upload their renewal data via the NYSDMV managed file transfer (MFT) server. They will need to obtain a user id and password from the NYSDMV. A unique permanent document and sticker is assigned to each vehicle in the program. This document and sticker remain with the vehicle, and are valid as long as the company owns the vehicle, pays the annual fee, and remains in the PFR program.

The Permanent Fleet Registration Program (PFR) program is available to companies, which have fleets of 200 or more trailers, special purpose commercial, commercial, and/or passenger vehicles.

1. A minimum of 200 of the company's vehicles must participate in the program; however a fleet does not have to register all of its vehicles in the PFR Program.
2. The 200 or more participating vehicles may be all of one type or a combination of the twelve registration types of vehicles allowed into the program. A list of the types of acceptable vehicle registration types is provided in the "New York State - Department Of Motor Vehicles Data Processing Requirements" section of this manual.
3. Daily rentals, taxis, liveries and "For Hire" vehicles are not eligible to participate.

PFR fleets are assigned account numbers by the Department. If a company has groups of vehicles located in different parts of the state, the company may have separate account numbers for each location.

Prior to being included in the PFR program, vehicles must already have a New York State registration in the company's name (including leased vehicles registered in the company's name).

A company must **make a formal application by June 1st** to participate by completing form MV-82PFR (Permanent Fleet Application Registration) If you are interested in taking part in the PFR program or receiving more detailed information, please call the PFR Unit at (518) 473-9947. PFR fleet vehicles are registered for one year and the vehicle registration must be renewed each year. PFR fleet owners are required to pay the appropriate county vehicle use tax, New York City Commercial Use Tax and diesel fee. There is also a \$2 per vehicle annual administrative fee, in addition to the registration fee for each PFR fleet vehicle. PFR registration fees are due by 10/31 each year. In the initial conversion to PFR, there is an additional \$2 per vehicle setup fee.

Companies must maintain a record of all current PFR vehicles, with their garage locations, & all PFR vehicles added or deleted from the PFR program for at least 6 years.

How Permanent Fleet Registration Works

The Permanent Fleet Registration Program is a variation of our current vehicle registration program. Companies wishing to participate in the Permanent Fleet Registration Program must apply through the Department of Motor Vehicle's Central Office (see *Converting Your Vehicles to Permanent Fleet Registration*). Vehicles being entered into the PFR program will be charged fees which have been prorated to the following October 31st. If a vehicle is in the first year of a two-year registration period, the second year portion of the fee will be refunded.

NOTE: The flat Special Purpose Commercial registration fee or the flat fee for trailers with MGW of 1,000 pounds or less will not be prorated.

1. Each PFR account that a company has will be assigned a five-digit account number by DMV. A company may choose to have an equipment/car inventory number on the registration of each PFR fleet vehicle. This number will be all numeric, will not start with zero and may be up to 10 characters. The equipment number is printed on the registration document and the sticker insert.
2. The DMV files for a fleet's participating vehicles will be updated by October 31st of each year. Processing will be accomplished through the Central Office with a separate payment and datafile for each Permanent Fleet account.
3. Participating vehicles are issued a permanent windshield/vehicle registration sticker and a registration document (*see attached samples*) which identify the vehicle as a being part of a PFR fleet. For passenger and commercial vehicles, the sticker is to be placed on the inside lower left front windshield. For trailers and special purpose commercial vehicles, the sticker is to be prominently displayed on the outside rear of the vehicles.
4. If there is a problem with a vehicle registration making it ineligible for renewal (*i.e. Unpaid parking tickets*) the problem will have to be resolved at a DMV issuing office, which handles Permanent Fleet Registration transactions (see the list of DMV Issuing Offices at the end of this manual). The registration will then be renewed at that same DMV issuing office.
5. A company must go to a DMV issuing office to add a vehicle to its PFR fleet. A permanent fleet registration document and sticker, and plates if needed, will be issued. **No vehicles will be added to PFR via datafile.**
6. Replacement of lost, mutilated or stolen PFR registration documents/stickers will be done in any DMV issuing office for a \$3.00 fee.
7. Amendments to PFR registration documents will be done in DMV issuing offices at no charge unless the vehicle's weight was changed, in which case the fee is \$3.00.
8. When a vehicle registered under PFR is sold or otherwise removed from the PFR fleet operation and the plates are not being transferred to another PFR vehicle in the same account, the plates must be **surrendered at a DMV office**. The company can **surrender** the plates in bulk, by mail, at the Department of Motor Vehicles, 207 Genesee Street, 15th Floor, Utica, NY 13501. A list of the plates to be turned in must be included. DMV will certify the list for audit purposes and return it to you. This certified list of surrendered plates should be kept in your records. Indicate on your last renewal printout the disposition of those vehicles.

9. Plates cannot be transferred from a PFR vehicle to a NON-PFR vehicle. If the plates are not placed on another PFR vehicle in the same account, then the plates must be turned in and new plates obtained for the NON-PFR vehicle using the PLATE SURRENDER procedure. Companies taking part in the PFR program must retain a record of vehicles from which PFR plates were turned in for audit purposes (*certified list for bulk surrenders or FS-6 receipt for individual surrenders*).
- a. Plates may be transferred from a PFR vehicle to another PFR vehicle in the same account in any DMV issuing office. Maintain a list of vehicles from which PFR plates were transferred for audit purposes. Indicate on your renewal printout the disposition of those vehicles.
 - b. To transfer a PFR vehicle from one account into a different account remove the plates from the vehicle and turn them in. An original PFR vehicle registration transaction may be done in a DMV issuing offices to add the vehicle to a new account. Follow the ADD procedure. Maintain a list of vehicles from which PFR plates were turned in or transferred for audit purposes.
 - c. Name or address changes will not be allowed on individual vehicle records, because there is a one name or account number requirement for the PFR program. There may be an address change to an entire account and this must be done in writing to the following address:

NYS DMV PFR Unit
6 ESP, Room 322P
Albany, NY 12228

Converting Your Vehicles to Permanent Fleet Registration

1. DMV provides companies who express an interest in participating in the PFR program with the PFR application, instructions and procedures. Applications for joining the PFR program must be received by June 1 in order for the company to participate in the current year.
2. The company completes and sends in one MV-82 PFR "Permanent Fleet Registration Application" for each PFR fleet they wish to register. This application provides the name of the company that the vehicles are registered to, the location of the fleet, and the company contact information as well as all of the variations of the company's name that can be found in the New York State Vehicle Registration files. A copy of the MV-82 PFR "Permanent Fleet Registration Application" is provided in the sample forms section of this manual.
 - a. NOTE: Vehicles that will be in the PFR program and have 'LSE' after the name on the registration must be assigned to a separate account.
 - b. Converting 6-year Commercial Semi-Trailer (SEM) registrations to PFR will result in the loss of any registration credit remaining on the Commercial Semi-Truck registration.
3. The company must provide a datafile of plate numbers, type of registration and first three letters of the owners (Company's) name for each vehicle to be included in the PFR program. This file is to be formatted according to the specifications for fleet selection. (See the file layout information on page 6)
4. Once the application is received, DMV works with the company to correct the company's data so that DMV can pull all of their records. DMV assigns an account number for each new PFR fleet the company is creating. An account file is set up for each PFR fleet. This account file contains the fleet name, address and account number. A computer search of the Registration File is done to find and select the records corresponding to the file of plate numbers from the fleet.
5. DMV provides the company with a data set of the registration records for each vehicle that the company wants included in the PFR program. The company uses the vehicle registration information to verify the registration information for the vehicles in their PFR fleet.
6. The company sends the final datafile to DMV listing each vehicle; the name vehicle is registered under, the plate number and the type of registration (i.e. Commercial, Passenger). DMV uses this information to convert the vehicle registrations to PFR registrations. The Fleet records must be separated into accounts before DMV can run the report with fees. That program is 'account oriented'. Therefore, the company decides what vehicles are to be included in the PFR fleet and gives DMV a final electronic listing of the vehicles including plate numbers and registration type.
7. DMV provides the company with a datafile of the registration information for the company's vehicles that are eligible to be in the PFR program. This information includes the plate numbers, vehicle registration class, and the prorated registration fees.
 - a. NOTE: Fee computation, for the purpose of prorating the vehicle registration fees, will be based on October 31, not the month of preparation. There is no prorating of the fee for special purpose commercial vehicles or for trailers with a MGW of 1,000 pounds or less.

8. The company reviews the datafile and then decides which vehicles will be in the PFR program. A separate datafile and check for the registration fees must be sent to DMV for each account. The company divides the vehicles into accounts and records each account on a separate datafile according to DMV's specifications (see Data Processing Requirements). If desired, equipment number (car inventory number) for each vehicle that will participate may be added to the files.
 - a. The first record on each datafile will contain account information (see Fleet Account Record I/O specifications). Subsequent records on the datafile will contain the account number as a cross-reference (See the file layout information on pages 7, 9 and 10).
 - b. NOTE: A company must go to a DMV issuing office to add a vehicle to the PFR program or to amend vehicle information.
9. The company updates the renew/don't renew indicator and equipment number. **No other changes should be made to the record.**
10. DMV:
 - a. Updates the registration records of the conversion vehicles (fee paid, PFR indicator, account number, and equipment number added to the record). Renewal date is changed to October 31.
 - b. Processes name and address changes to consolidate the fleet registrations under one name and one address per account.
 - c. Prints PFR registration documents and stickers for participating vehicles.
 - d. Contacts the company by phone or email regarding any discrepancies in the processing of the datafile or the fees.
 - e. Sends datafile, registration documents and stickers to the vehicle fleet owner. The datafile(s) are retained for DMV's creation of next year's renewal records.
11. The company then:
 - a. Matches by plate number or sticker number the appropriate registration documents and stickers.
 - b. Places registration documents and stickers with appropriate vehicle, if applicable.

I/O Description Chart

SYSTEM: **Registration**

TYPE OF PROGRAM: **Permanent Fleet Registration (PFR)**

TRANSACTION NAME: **Fleet Selection**

DATA NAME	FROM	TO	STORAGE NOTATION	REMARKS
Plate Number	1	8	C	Left Justified, Blank Filled
Type Registration	9	11	C	3 Alpha Code
3 of Name	12	14	C	First 3 of Name on Registration As Currently on DMV's File

Please use this I/O layout specification for creating a file to send to DMV for entry of vehicles into the PFR program. You may partially fill out the record in one of three ways:

- 1) Fill in Plate, Registration Type, and the first three letters of your company Name.
- 2) Fill in Plate and Registration Type. Leave 3 of Name blank.
- 3) Fill in Plate and 3 of Name. Leave Registration Type blank.

For option 2, we will return the vehicle registrations for the plates that match and also match on class.

For option 3, we will return all of the vehicle registrations for the plates that match the input and also match the 3 of name given.

Data Standards

All data must be EBCDIC encoded. Alpha information must be upper case. Data must be sent and received via FTP.

Return files must have the following naming convention:

**Three letter company code, account number and return txt extension.
for example: ABC12345.return.txt.**

I/O Description Chart

SYSTEM: **Registration**

TYPE OF PROGRAM: **Permanent Fleet Registration (RAC)**

TRANSACTION TYPE: **Fleet Designation/Conversion**

DATA NAME	FROM	TO	STORAGE NOTATION	REMARKS
Transaction Code	1	3	C	Constant 'RAC'
Fleet Account Number	4	8	C	Numeric Assigned by DMV
Fleet Designation/Renewal	9	9	C	'Y' - Yes /1 'N' - No
Equipment Number	10	19	C	Optional /1 Numeric, Left Justified, Blank filled
Federal Highway Use Tax Required	20	20	C	'Y' - Yes' 'N' - No
Federal Highway Use Tax Status	21	21	C	'E' - Exempt' P' - Paid 'L' - Logging
Plate Number	22	29	C	Left Justified Blank Filled
Registration Type	30	32	C	3 Alpha Code
3 of Name	33	35	C	First 3 of Name on Registration As Currently on DMV's File
VIN	36	52	C	Vehicle Identification Number
Year of Vehicle	53	54	C	Numeric or 'NC'
Make of Vehicle	55	59	C	
Annual Fee	60	65	C	DDDDCC D=Dollars C=Cents
Fee to be Paid	66	71	C	DDDDCC
Current Expiration	72	77	C	MMDDYY
New Expiration Date	78	83	C	MMDDYY
Scofflaw on DMV File	84	84	C	'Y' - Yes /2' 'N' - No
NYC Vehicle Use Tax Required	85	85	C	'Y' - Yes 'N' - No
NYC Vehicle Use Tax Exemption Filed	86	86	C	'Y' - Yes 'N' - No
County Use Tax Required	87	87	C	'Y' - Yes 'N' - No
County Use Tax Exemption Filed	88	88	C	'Y' - Yes 'N' - No
County Use Tax Amount	89	94	C	DDDDCC
Filler	95	128	C	

Renewal - Central Office Procedure

Note: Multiple Account Holders -the following procedure must be repeated separately for each account.

1. In mid-August DMV searches its Computer for all PFR vehicles. Datafiles are produced for each PFR account.
2. DMV sends each company enrolled in the PFR program a renewal datafile for each PFR account via FTP. This renewal datafile contains copies of the PFR registration records of the vehicles that are scheduled for renewal and the fees due. The listing will be in ascending sequential plate number order by vehicle type. Registration records with parking scofflaws will be listed at the end. Companies enrolled in the PFR program receive their datafile(s) by September 1.
3. Companies have about one month to reconcile the datafile with their records and to identify which vehicle registrations they want to renew. (See the file layout chart on page 13)

NOTE: Discrepancies in fees can occur because of vehicle weight change amendments entered on the DMV record between the times the DMV datafile was prepared and the fleet datafile is prepared.

4. The company sends one datafile and one check per account to cover the registration fees and Heavy Vehicle Federal Highway Use Tax form Schedule 1 form 2290, if applicable, to the DMV, PFR Program Room 320A, 6 Empire State Plaza, Albany NY 12228. This material must be received by DMV by October 15.
5. DMV updates the registration records of the vehicles and generates a datafile. If there is a discrepancy between the company and DMV records, or if the fees sent with the datafile are not correct, DMV contacts the company by phone or email.
6. DMV sends the fleet's datafile to the company and a list of charges for each vehicle. Please be sure to deduct the charge for each vehicle that is not being renewed.
7. At the end of November, DMV does a computer search for PFR fleet vehicle registrations that were not renewed. If a PFR vehicle is not renewed and the vehicle record does not indicate plate surrender, DMV's office of Audit Services will bill the company for the registration fee. Failure to promptly pay this bill could result in removal from the PFR program. Fleets must turn in plates when they remove vehicles from PFR or they will be charged the entire registration fee for the ensuing year.
8. PFR Registrations take effect on October 31.

* NOTE: See the date on upper right corner of the datafile. Any registration processed after that date will need to be renewed manually at a local DMV office.

I/O Description Chart

SYSTEM: **Registration**

TYPE OF PROGRAM: **Permanent Fleet Registration (PFR)**

TRANSACTION NAME: **Fleet Account Record (FAR)**

DATA NAME	FROM	TO	STORAGE NOTATION	REMARKS
Transaction Code	1	3	C	Constant 'FAR'
Fleet Account Number	4	8	C	Numeric, as assigned by DMV
Name	9	48	C	As edited by DMV
Street	49	68	C	As edited by DMV
City/State	69	85	C	As edited by DMV
Zip Code	86	90	C	
County	91	94	C	See list of abbreviations
Filler	95	128	C	
				NOTE: Fleet generates this record based on data supplied by DMV. Must be 1st record on datafile and followed by Fleet Designation/Renewal records selected by fleet for this account number.

I/O Description Chart

SYSTEM: **Registration**

TYPE OF PROGRAM: **Permanent Fleet Registration (PFR)**

TRANSACTION TYPE: **Fleet Designation/Renewal**

DATA NAME	FROM	TO	STORAGE NOTATION	REMARKS
Transaction Code	1	3	C	Constant 'RAC'
Fleet Account Number	4	8	C	Numeric Assigned by DMV
Fleet Designation/Renewal	9	9	C	'Y' - Yes /1 'N' - No
Equipment Number	10	19	C	Optional /1 Numeric, Left Justified, Blank filled
Federal Highway Use Tax Required	20	20	C	'Y' - Yes' 'N' - No
Federal Highway Use Tax Status	21	21	C	'E' - Exempt' 'P' - Paid 'L' - Logging
Plate Number	22	29	C	Left Justified Blank Filled
Registration Type	30	32	C	3 Alpha Code
3 of Name	33	35	C	First 3 of Name on Registration As Currently on DMV's File
VIN	36	52	C	Vehicle Identification Number
Year of Vehicle	53	54	C	Numeric or 'NC'
Make of Vehicle	55	59	C	
Annual Fee	60	65	C	DDDDCC D=Dollars C=Cents
Fee to be Paid	66	71	C	DDDDCC
Current Expiration	72	77	C	MMDDYY
New Expiration Date	78	83	C	MMDDYY
Scofflaw on DMV File	84	84	C	'Y' - Yes /2' 'N' - No
NYC Vehicle Use Tax Required	85	85	C	'Y' - Yes 'N' - No
NYC Vehicle Use Tax Exemption Filed	86	86	C	'Y' - Yes 'N' - No
County Use Tax Required	87	87	C	'Y' - Yes 'N' - No
County Use Tax Exemption Filed	88	88	C	'Y' - Yes 'N' - No
County Use Tax Amount	89	94	C	DDDDCC
Filler	95	128	C	

Data Standards

All data must be EBCDIC encoded. Alpha information must be upper case. Datafiles must be sent via FTP.

Renewal of a PFR Registration at a DMV Issuing Office

Used for renewal transaction involving PFR registrations that could not be renewed by datafile (i.e. registrations which have outstanding parking tickets or expired inspections).

1. The company owning the fleet applies at select DMV issuing offices following standard registration requirements. Enters "PFR/fleet account number/vehicle equipment number (optional)" under name on a MV-82 "Vehicle Registration/Title Application". This form is available at the DMV office or online at dmv.ny.gov.
2. The DMV Issuing Office completes appropriate terminal transaction:
3. DMV issues validated permanent fleet registration document to the applicant for receipt and for audit purposes.

Adding a Vehicle to a PFR Fleet

1. The company owning the fleet applies at select DMV issuing offices following standard registration requirements.
2. Enters "PFR/fleet account number/vehicle equipment number (optional)" under name on a MV-82 "Vehicle Registration/Title Application". This form will be provided at the DMV Issuing Office.
3. The DMV Issuing Office completes the appropriate transaction:
 - a. Places fleet indicator, account number and equipment number (if applicable) on the registration record of the vehicle being placed on the file.

NOTE: DMV will store only one equipment/car inventory number per record. The last equipment/car inventory number entered will override any equipment/car inventory number on the record.

 - b. Prorates the vehicle fee based on a registration update of the following October 31st. A \$2 administrative fee will also be collected if it is an original registration for the vehicle.
 - c. Selects next PFR sticker number and next PFR registration document number from the menu mask. This document and sticker must be **green**. If it is any other color, the transaction was processed incorrectly. Be sure to notify DMV that day to have the transaction processed correctly.
 - d. Issues permanent registration document/sticker and plates (if applicable) for each vehicle being added.
4. The company owning the fleet places registration document/sticker and plates (if applicable) on each vehicle being added to the fleet. They also keep a photocopy of the registration document on file with the last renewal printout for audit purposes.
5. If they are adding a vehicle to PFR as a result of a transfer of plates from a different vehicle, the company also maintains a record of the disposition of the vehicle from which the plates were transferred.

Amending, Replacing or Obtaining Duplicates of PFR Registration Documents

Used for replacement of lost, stolen or mutilated registration document and/or registration sticker. There is a \$3.00 fee for replacing a registration document and/or registration sticker.

1. The company owning the fleet applies at a DMV issuing office by completing form MV-82 "Vehicle Registration/Title Application" (This form is available at any DMV Issuing office). Write the PFR Fleet account number on the application form under name on a MV-82 "Vehicle Registration/Title Application". This form is available at the DMV office or online at dmv.ny.gov.
2. The DMV Issuing Office completes appropriate transaction.
3. DMV gives the company the duplicate permanent fleet registration document and sticker.
4. The company owning the fleet places registration document and sticker with appropriate vehicle and removes the old sticker and/or registration document (if not already removed).

NOTE: For anything other than a duplicate registration/sticker, you must contact the PFR unit (473-9947) for instructions.

Remove a Vehicle from PFR Program/Surrender Plates

1. When a vehicle is removed from a PFR account, the company must surrender the plates at any DMV Issuing Office following the current standard procedure. A FS-6T will be issued as a receipt. Retain this receipt for audit purposes.
2. Companies may also turn in plates by mail to the Department of Motor Vehicles, 207 Genesee Street, 15th Floor, Utica, NY 13501. If surrendering many plates, DMV will process the surrender of the plates and return a listing of plates with a certification that the plates were turned in. Retain the list for audit.

NOTE: Remember, if you have not turned in your plates within thirty days after the October 31 renewal, registration fees for the next year will be charged to the fleet company.

PFR companies are not allowed to destroy their own plates. Failure to follow the proper procedures for plate surrenders could result in the fleet being dropped from the PFR program.

Audits

The Department may conduct an audit of PFR companies at any time. Arrangements will be made to conduct the audit during normal business hours.

If an audit reveals that records were not maintained or that registration stickers and documents have been misused, a warning will be issued by DMV. If the problems persist for two consecutive years of audits, the fleet may be dropped from the PFR program.

County Use Tax

County use taxes will be added to the PFR vehicle registration renewal fees collected each October for vehicles registered in those counties, which collect use taxes. The county Use Tax is not added at the time when the vehicle is initially enrolled in the PFR program, as this tax has already been paid with the regular registration fee for that year.

Please see form MV-202 “Passenger Vehicle Use Tax and Fee Chart” or MV-202C “Commercial Vehicle Use Tax and Fee Chart” for the correct annual fees. For further information, please see our website (www.dmv.ny.gov).

NOTE: If exempt from the County Use Tax, please submit form UT-11 City of New York Vehicle Use Tax Exemption Certificate, or form UT-11C County Use Tax Exemption Certificate, at the time of renewal.

Diesel Emissions Fee

Diesel powered vehicles weighing more than 8,500 pounds and diesel powered busses that hold more than 15 passengers are required to pay an additional 2.6% of the base registrations fee. Special Purpose Commercial vehicles are not required to pay this fee.

Codes for County Of Residence

<u>COUNTY</u>	<u>ALPHA CODE</u>	<u>COUNTY</u>	<u>ALPHA CODE</u>
Albany	ALBA	Oneida	ONEI
Allegany	ALLE	Onondaga	ONON
Bronx	BRON	Ontario	ONTA
Broome	BROO	Orange	ORAN
Cattaraugus	CATT	Orleans	ORLE
Cayuga	CAYU	Oswego	OSWE
Chautaugua	CHAU	Otsego	OTSE
Chemung	CHEM	Putnam	PUTN
Chenango	CHEN	Queens	QUEE
Clinton	CLIN	Rensselaer	RENS
Columbia	COLU	Richmond	RICH
Cortland	CORT	Rockland	ROCK
Delaware	DELA	St. Lawrence	STLA
Dutchess	DUTC	Saratoga	SARA
Erie	ERIE	Schenectady	SCHE
Essex	ESSE	Schoharie	SCHO
Franklin	FRAN	Schuyler	SCHU
Fulton	FULT	Seneca	SENE
Genesee	GENE	Steuben	STEU
Greene	GREE	Suffolk	SUFF
Hamilton	HAMI	Sullivan	SULL
Herkimer	HERK	Tioga	TIOG
Jefferson	JEFF	Tompkins	TOMP
Kings	KING	Ulster	ULST
Lewis	LEWI	Warren	WARR
Livingston	LIVI	Washington	WASH
Madison	MADI	Wayne	WAYN
Monroe	MONR	Westchester	WEST
Montgomery	MONT	Wyoming	WYOM
Nassau	NASS	Yates	YATE
New York	NEWY	Out-of-State	OUTS
Niagara	NIAG		

Type Of Registration Codes

<u>TYPE REG</u>	<u>SERIES</u>	<u>ALPHA</u>	<u>TYPE OF REGISTRATION</u>
01	01	VPL	Van Pool
11	11	SRF	Special Passenger
16	16	PAS	Passenger or Suburban
26	26	SPC	Special Purpose Commercial
72	72	AGR	Agricultural Truck
76	72	COM	(Regular) Commercial
78	72	CHC	(Household Carrier) Commercial
81	81	TRC	(Regular) Tractor
82	81	THC	(Household Carrier) Tractor
84	85	LTR	(Light Trailer)
85	85	SEM	(Commercial Semi-Trailer)
86	85	TRL	(Regular Trailer)

SAMPLE 2 (Test Document)

The PFR registration document has the notation "PERM FLT" in the Expiration Date field and "Equipment Number" in the space above the Vehicle Identification Number field. The sticker insert contains a vehicle description that matches the information on the registration document. A preprinted sticker control number and registration document control number are on both the registration document and the sticker insert.

The purpose of the "FOLD" and the double vehicle information on the sticker insert is to insure that the insert is always legible behind the "window" on the sticker. It will also insure that when the PFR sticker/insert is used on a vehicle with a windshield, the vehicle information on the sticker/insert can be seen from inside or outside of the vehicle.

PERM FLEET REG STICKER INSERT BELOW

PLEASE REMOVE THIS TEARSTRIP

4S3BL626367200522	FOLD	4S3BL626367200522
2006 SUBAR 4DSD		2006 SUBAR 4DSD
ACC2084 PAS 1 E		ACC2084 PAS 1 E
YY000758 02000174		YY000758 02000174

PLEASE REMOVE THIS TEARSTRIP

YY000007

RDP 20120613135734

PLEASE CHECK YOUR REGISTRATION STICKER/
REGISTRATION DOCUMENT

1. Does the plate number on your document match the number on the license plates you just received or that are already on your vehicle?
2. Are your name, address, and vehicle information correct? Report any errors to a Motor Vehicles office immediately.

THIS IS YOUR VALID
REGISTRATION STICKER AND REGISTRATION DOCUMENT

PLEASE REMOVE THIS TEARSTRIP

DETACH HERE

MV-639TP (10/01)

NEW YORK STATE REGISTRATION DOCUMENT



E PAS
ACC2084
2006 SUBAR NONTRANSFERABLE
4DSD RD 4S3BL626367200522
004000 G 4 YY000758 JUN 18 2012
Wt/Seats Fuel/Cyl QA64TSTB37 02000174

VOID

Expires PERM FLT

MICHAEL MOTORIAT INC
ANY ST
ALBANY NY 12228 34.50

ANNUAL CHG
AMT PAID (INCL ADD CHG)
3.00

YY000007

VOID IF ALTERED EXCEPT FOR CHANGE OF ADDRESS



NONTRANSFERABLE

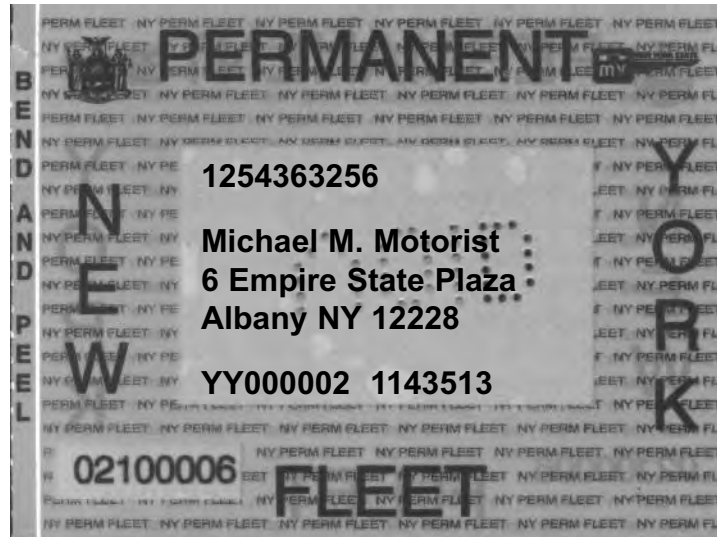
2061310B37 YY000758 QA6 3.00
02000174 ACC2084

SAMPLE 3

PFR sticker -

- The PFR Sticker contains preprinted information on both sides, but has adhesive on the back only.
- It contains a transparent "window" behind which the folded insert will be placed. It can be used on trailers and special purpose commercial vehicles as well as vehicles with windshields.
- The color is green with black printing.
- It contains a preprinted control number that will also be printed on the sticker insert and as part of the validation on the registration document, thus tying together all three documents.

Front



Back



Offices Set Up To Process Permanent Fleet Transaction (Other than Renewals) As of 2012

COUNTY OFFICES

Allegany - Belmont
Broome - Binghamton
Chenango - Norwich
Clinton - Plattsburgh
Cortland - Cortland
Delaware - Delhi
Dutchess - Poughkeepsie, Beacon, Pawling, Wappingers Falls
Erie - Buffalo, Cheektowaga
Franklin - Malone
Genesee - Batavia
Monroe - Greece, Irondequoit, Rochester
Orange - Middletown, Port Jervis
Oswego - Oswego, Pulaski
Otsego - Oneonta
Rensselaer - Troy
Saratoga - Saratoga Springs
Seneca - Waterloo
Steuben - Hornell
Sullivan - Monticello
Tompkins - Ithaca
Ulster - Kingston
Warren - Lake George

STATE OPERATED OFFICES

Albany DO

Brooklyn

Bronx

Coney Island

Bethpage

Harlem

Harlem Service Bureau

Jamaica Service Bureau

Medford

Garden City

Garden City Processing Center

Herald Square

New York

Port Jefferson

Richmond

Riverhead

Syracuse DO

North Syracuse