

Standard Procedure for the Return of Expired, Damaged, and Obsolete U.S. Government License Plates



U.S. Department of Justice
UNICOR Sign Factory
Federal Prison Industries, Inc.

Federal Correctional Institution
14601 Burbridge Road, S.E.
Cumberland, MD 21502

U.S. Government license plates manufactured after September 2009 are registered in the Federal Motor Vehicle Registration System (FMVRS) and must be returned to UNICOR for destruction. You may also return license plates manufactured prior to September 2009. License Plates with 00/0000 expiration date are considered obsolete per Office of Government-wide Policy (OGP) guidance and must be returned to UNICOR for destruction. There is no charge to you for the return shipment of license plates to UNICOR.

Return license plates via **UPS GROUND**; see address below. Please send an email with the pick up address and weight of the shipment to unicor.tag.recycling@usdoj.gov and UPS will email you a shipping label to put on your box. Take the box to your delivery and shipment area for pickup. Return tags to:

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

All plates being returned must be changed to Pending Destruction (PD) status in FMVRS prior to sending to UNICOR. Plates will not upload into Destroyed (DS) status unless they are first in PD status.

Prior to shipment, document all license plates being returned on the **Federal Motor Vehicle License Plate Return Form** and place a copy of this form in an envelope and tape to the inside top of each box being returned to UNICOR.

Please keep a copy of the form for your records. You will need the form to check the status of your plates in FMVRS.

Upon arrival the plates will be inventoried, and any discrepancies will be immediately reported to the point of contact listed on the **Federal Motor Vehicle License Plate Return Form**. For this reason, please ensure that the point of contact information on the form is correct, complete, and legible.

UNICOR will change the destroyed plates in the FMVRS to DS (Destroyed by UNICOR) as long as the plates are in PD status when they are received.

