



Department of Human Services
Office of Facilities and Support Services, Transportation Services
Section Vehicle Acquisition via Purchase Checklist

(For use by Human Service Providers seeking approval to purchase a vehicle)

- Evaluate the vehicles assigned to your organization by reviewing the [Exhibit 16 – GA DOR Motor Vehicle Tag/Title](#). If needed, update all vehicle data in accordance with the information in [Acquisition via Purchase](#).
- Complete vehicle request in the HOLMAN system. A username and password are required for system access; a security form and applicable training **must** be completed before accessing the system. After a user ID and password have been assigned, complete a vehicle request using the instructions in the DOAS document (<http://odis.dhs.state.ga.us/ViewDocument.aspx?docID=3005164&verId=1>) or by viewing the training webinar on YouTube titled *HOLMAN Insights Vehicle Request Training Webinar*. Upon approval of the request, an email notification will be sent to Fleet Manager (FM) and the contact person for the organization making the request.
- If approved, proceed with purchase.
- The vendor where the new vehicle is purchased will issue (*sample documents*):
 - A completed [Exhibit 16 – GA DOR Motor Vehicle Tag/Title Application \(MV-1 Form\)](#)
 - An [Exhibit 18 – Sample Manufacturer Statement of Origin](#); and
 - An [Exhibit 19 – Non-Leased Vehicles Odometer Disclosure Statement \(Form GA-25\)](#). The documents must list the Buyer, or new owner, exactly as follows:

For vehicles owned by the Department of Human Services

(DHS): GA Department of Human Services
2 Peachtree Street, NW #28-253
Atlanta, Georgia 30303-3142

For vehicles owned by the Department of Behavioral Health and Developmental Disabilities

(DBHDD): GA Department of Behavioral Health and Developmental Disabilities
2 Peachtree Street, NW #28-253
Atlanta, Georgia 30303-3142

- Mail the following **original** documents to the Regional Transportation Office (RTO) no later than 15 days following receipt of the new vehicle(s).
 - Manufacturer's Statement of Origin (MSO)
 - Department of Motor Vehicle Safety Application for Tag and Title (Form MV-1).
 - Non-Leased Vehicle Odometer Disclosure Statement (Form GA-25)
- The RTO sends relevant information to the FM for immediate assignment of a state vehicle number. The state vehicle number is communicated to the RTO, who provides this information back to the HSP. The HSP is now able to create an asset in HOLMAN, which includes applying for a WEX card, if applicable. Next, the HSP requests a Report My Driving sticker at www.drivercheck.net, which needs to be affixed to the vehicle prior to operating the vehicle. The HSP may contact the RTO for access to the Driver-Check website.
- The RTO applies for title and the state license plate (aka. tag) via the local county tag office. The license plate is mailed to the HSP along with other information in a packet. The title is mailed directly to the FM.
- Receive packet from the RTO:
 - 2 sets of number decals (for the front and back of the vehicle(s))
 - 2 state seals
 - 1 insurance card
 - 1 logbook (for administrative vehicles only)
 - 1 license plate (tag)
- Apply seals and numbers to the vehicle (refer to [Exhibit 22 – Vehicle Identification/Markings](#) for correct placement).
- Mount license plate (tag) on vehicle. Place insurance card and log book in vehicle (log book is only applicable to administrative vehicles not used to transport consumers).
- Apply the property decal on the inside of the driver's door frame next to the manufacturer's identification plate.