

## Regulation For In-Use Off-Road Diesel-Fueled Fleets DOORS Request to Close Account

MSCD/MSRDB-239 (New 09/2025) Page 1 of 3

This form is provided for closing a DOORS account for a fleet that no longer operates off-road equipment and is not subject to the reporting requirements of the In-Use Off-Road Diesel-Fueled Fleets regulation (the Regulation) Cal. Code Regs. (CCR), tit. 13, §§ 2779-2449.2. Instructions on how to submit this form and definitions are provided on pages 2-3.

### Part I: Fleet Information

Check the box to confirm that you are authorized to submit this form, then complete your information below. I am the:

☐ Responsible Official

OR

☐ Check this box if the Responsible Official is no longer affiliated with the company, and briefly explain:

DOORS Fleet ID Number:	Company/Agency Name:
Name:	Job Title:
Telephone Number:	Email Address:

### Part II: Requested Information Changes

Reason for closure (briefly explain):	
Effective date of closure:	This account is a duplicate of DOORS ID (if applicable):
Status of vehicles in the account (select one): <input type="checkbox"/> Option 1: The account is empty. <input type="checkbox"/> Option 2: The vehicles remaining in the account are still under the common ownership or control of the company and have permanently left the state of California. <input type="checkbox"/> Option 3: The vehicles remaining in the account are only for personal or 100% agricultural use. <input type="checkbox"/> Option 4: The vehicles remaining in the account were sold/retired, but the sold/retired dates were not reported in DOORS. If you select Option 4 you must also attach a list of equipment with the sold/retired dates.	

## Regulation For In-Use Off-Road Diesel-Fueled Fleets DOORS Request to Close Account

MSCD/MSRDB-239 (New 09/2025) Page 2 of 3

### Part III: Signature

By signing below, I affirm and certify under penalty of perjury, under the laws of the State of California, that I have reviewed this form and the information reported on this form for the off-road fleet indicated above is true, accurate, and complete to the best of my knowledge, and I am requesting closure of the DOORS Fleet ID indicated in Part I. I understand that I am responsible for recordkeeping as required in section 13 CCR § 2449, subd. (h). I understand that all statements made in this form are subject to investigation, and that any false or dishonest statements may result in fines and may subject me to criminal investigation and possible prosecution. By signing below, I further certify that I have the authority to request and submit these changes on behalf of the off-road fleet indicated above.

Signature of Responsible Official or authorized party:

Date:

Submit the completed form to [DOORS@arb.ca.gov](mailto:DOORS@arb.ca.gov), or mail to: California Air Resources Board, Attention: Off-Road Diesel Reporting, MSCD, Mail Stop 5B, PO Box 2815, Sacramento, CA 95812.

For questions regarding this form, contact the DOORS Hotline at: (877) 59DOORS (877-593-6677).

**Option 1:** The account is empty. The account contains no vehicles of any kind.

**Option 2:** The vehicles remaining in the account are still under the common ownership or control of the company and have permanently left the state of California. The account contains vehicles that the fleet still owns but have left the state of California and will not return.

**Option 3:** The vehicles remaining in the account are only for personal or 100% agricultural use. The account contains vehicles that are only used for personal use or 100% of yearly hours are used for agricultural or forest operations as defined in section 2449(c)(1).

**Option 4:** The vehicles remaining in the account were sold/retired, but the sold/retired dates were not reported in DOORS. This option must be accompanied by a list of equipment with the sold/retired dates for each vehicle.

**Responsible Official:** One of the following: (A) For a corporation: A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation. (B) For a partnership or sole proprietorship: a general partner or the proprietor, respectively. (C) For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of the U.S. EPA). 13 CCR § 2449, subd. (c) (53).

**DOORS Fleet ID Number:** This number is assigned by CARB when you initially created your fleet in DOORS. If you do not have this number, contact the DOORS Hotline.

**Company/Agency Name:** The legal name of the entity, business, organization, agency, or individual that owns and has possession of each vehicle in the fleet, not a third party (i.e., consultants, distributors, sales representatives, etc.).

**Reason for Closure:** A brief explanation of the reason for closing the DOORS account (e.g., account created by mistake, company no longer operates off-road diesel equipment in California, company is out of business, etc.)

**Effective Date of Closure:** This is the date you are requesting the account be closed (e.g., the date of signature, date of business closure, date of last equipment sale, etc.)

**Regulation For In-Use Off-Road Diesel-Fueled Fleets DOORs Request to Close Account**

MSCD/MSRDB-239 (New 09/2025) Page 3 of 3

**Signature:** The signature of the Responsible Official. Electronic signatures and handwritten signatures on a form scanned and sent via email will be accepted.

**Note:** These instructions are provided as a courtesy, and do not supersede or alter the Regulation. It is your responsibility to understand and comply with the Regulation.