

**REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS
DOORS REQUEST TO ADD A VEHICLE WITH AN EXISTING EIN FORM**

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If it has been 30 days or more since the date of purchase, and you wish to have a vehicle with an existing Equipment Identification Number (EIN) moved into your fleet, complete the following information. Instructions on how to submit the form and definitions are provided on page 3.

PART I: FLEET INFORMATION

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

Responsible Official OR Designated Official

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

PART II: VEHICLE INFORMATION

Enter the vehicle information in the space provided.

EIN:	Date of Vehicle Purchase:
Name/Contact Information of Selling Fleet:	
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Name/Contact Information of Selling Fleet:	

I have attached a bill of sale(s) or other documentation to support proof-of-purchase of the vehicle(s). If this documentation is NOT included, this request will be rejected.

Yes No

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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. I understand that I am responsible for recordkeeping as required in section 2449(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 Designated Official:

Date:

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INSTRUCTIONS AND DEFINITIONS

Submit the completed form and applicable attachments by email to DOORS@arb.ca.gov, by fax to (916) 322-3923, or by mail to California Air Resources Board, Attention: Off-Road Diesel Reporting, MSCD, Mail Stop 5B, P.O. Box 2815, Sacramento, CA 95812.

If you purchased a vehicle that was previously registered in DOORS and already has an existing Equipment Identification Number (EIN), this vehicle can be added to your fleet by entering the EIN on the "Vehicle and Engine" page in DOORS. If the fleet selling the vehicle has not yet "sold" the vehicle from their DOORS account, the fleet purchasing the vehicle cannot enter the vehicle via the EIN number. The selling fleet has 30 days from the time of sale to remove the vehicle from their fleet. If this does not occur after 30 days, fill out and submit this form. Include proof of purchase of the vehicle. CARB staff will remove the vehicle from the selling fleet, and place it into the purchasing fleet.

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

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). [Cal. Code regs., Title 13 § 2449, subd. (c) (44)].

Designated Official: This is someone that the Responsible Official has designated as the person responsible for signing official forms by submitting the Designated Official form MSCD/HDORSB-178 to CARB. Once on file, the form does not need to be re-submitted except to designate a new person other than the Responsible Official as the person allowed to sign official forms.

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

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

Equipment Identification Number (EIN): A unique identification number assigned by ARB to each vehicle in an owner's fleet subject to this regulation. All reporting and recordkeeping will link vehicle data with this number.

Purchase Date: Date the vehicle was purchased as reflected on the bill of sale.

Name/Contact Information of Selling Fleet: The company name and contact information of the fleet that the equipment was purchased from. This information can be found on the sales receipt or invoice.

Signature: This is the handwritten signature of the Responsible Official or Designated Official. Digital signatures will not be accepted, but original signatures on a form scanned and sent via fax or email will be accepted.

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