

**REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS TRANSFER OF OWNERSHIP  
OF FLEET OR FLEET PORTION**

MSCD/HDORSB-148 (REV. 09/2020) PAGE 1 OF 4

If you purchased a fleet or fleet portion that was previously registered in DOORS and need to transfer the aforementioned fleet or fleet portion to your current DOORS account, complete the following information. Instructions on how to submit the form and definitions are provided on pages 3-4.

**NOTE:** If you are purchasing individual vehicles, and not a fleet or fleet portion, do not fill out this form. For information on adding individual vehicles to a fleet in DOORS, see the DOORS user guide for "Updating Fleet Information," which is available at:

<http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-updatefleetinfo.pdf>.

**PART I: FLEET INFORMATION**

Check the box to confirm you are authorized to submit this form, I am the: <input type="checkbox"/> Responsible Official      OR <input type="checkbox"/> Designated Official	
DOORS Fleet ID Number:	Company/Agency Name:
Name:	Job Title:
Telephone Number:	Email Address:

**PART II: INFORMATION OF THE FLEET/FLEET PORTION BEING TRANSFERRED**

DOORS Fleet ID Number(s) to be Transferred:
Company/Agency Name:
Name/Contact Information of Fleet:
Date of Fleet/Fleet Portion Acquisition:
Was the acquired fleet/fleet portion part of an aggregate fleet or child-parent fleet? <input type="checkbox"/> Yes <input type="checkbox"/> No
I have attached documentation for the sale and transfer of ownership of the fleet/fleet portion identified in Section 2 to the fleet identified in Section 1. If this documentation is NOT included, this request will be rejected. <input type="checkbox"/> Yes <input type="checkbox"/> No

**REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS TRANSFER OF OWNERSHIP  
OF FLEET OR FLEET PORTION**

MSCD/HDORSB-148 (REV. 09/2020) PAGE 2 OF 4

**PART III: REQUESTED INFORMATION CHANGES**

Select the option you are choosing for the acquired fleet/fleet portion, and complete the additional information below:

- Option 1: Keep the acquired fleet/fleet portion under its current DOORS fleet ID number and have it assigned a new DOORS username and password. The DOORS fleet ID reported in Part 1 above will be set as the Parent ID number for the acquired fleet.
- Option 2: Keep the acquired fleet/fleet portion under its current DOORS fleet ID number and have it assigned to your current DOORS username and password. The DOORS fleet ID reported in Part 1 above will be set as the Parent ID number for the acquired fleet.
- Option 3: Combine the vehicles of the acquired fleet/fleet portion with the vehicles you already own. The vehicles in the acquired DOORS fleet will be moved to the DOORS fleet ID reported in Part I above, and the acquired DOORS fleet ID will be closed.

If you select Option 1 or 2 you must submit the Owner Information MSCD/HDORSB-202 form to report Fleet Owner Information and Contact Information.

**PART IV: 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, pages 1 and 2 inclusive, 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:

## REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS TRANSFER OF OWNERSHIP OF FLEET OR FLEET PORTION

MSCD/HDORSB-148 (REV. 09/2020) PAGE 3 OF 4

### INSTRUCTIONS AND DEFINITIONS

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Submit the completed form by email to [DOORS@arb.ca.gov](mailto: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.

When a fleet/fleet portion is acquired, you have the option of choosing how the acquired fleet/fleet portion is incorporated into your existing fleet. For more information on fleet portions and transfer credits, see the Transfer of Ownership FAQ at:

<http://www.arb.ca.gov/msprog/ordiesel/faq/transferownershipfaq.pdf>

If the acquired fleet was not in compliance with the Off-Road Regulation at the time of acquisition, all of the vehicles acquired must meet the adding vehicle requirements, which are explained in the Frequently Asked Questions (FAQs) on Adding Vehicles at:

<http://www.arb.ca.gov/msprog/ordiesel/faq/addingvehicles.pdf>.

**OPTION 1:** Keep the acquired fleet/fleet portion under its current DOORS Fleet ID Number and have it assigned a new username and password. This means you will have a separate username and password for the newly acquired fleet. The acquired fleet/fleet portion will be identified as a child fleet for the DOORS fleet ID identified in part 1 above. Note that if you choose this option, credits previously earned by the acquired fleet/fleet portion will be retained.

**OPTION 2:** Keep the acquired fleet/fleet portion under its current DOORS Fleet ID Number and have it assigned to your current username and password. This means that when you sign into your DOORS account under your current username and password, you will see the newly acquired fleet in addition to your current fleet(s). The acquired fleet/fleet portion will be identified as a child fleet for the DOORS fleet ID identified in part 1 above. Note that if you choose this option, credits previously earned by the acquired fleet will be retained.

**OPTION 3:** Combine the vehicles of the acquired fleet with the vehicles you already own (i.e., the acquired fleet will no longer have its own DOORS fleet ID number, and will instead have its vehicles incorporated with those you already own). Note that if you choose this option, most credits previously earned by the acquired fleet will not transfer over to your fleet (only credits earned for repowers and retrofits will transfer).

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.

**REGULATION FOR IN-USE OFF-ROAD DIESEL-FUELED FLEETS TRANSFER OF OWNERSHIP  
OF FLEET OR FLEET PORTION**

MSCD/HDORSB-148 (REV. 09/2020) PAGE 4 OF 4

**Company/Agency Name:** This is 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.).

**Fleet Contact Person:** The fleet contact is an employee who will be the point of contact for the reporting fleet.

**Username:** The account username for the online reporting tool, DOORS, if you choose to report online. The Username may include letters, numbers, "at" signs (@), periods (.), and underscores (\_) only. It must be 5-20 characters.

**Password:** The account password for the online reporting tool, DOORS, if you choose to report online.

**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