NYS Office of General Services

Serving New York

Risk, Insurance & Fleet Management
Phone (518) 474-4725
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SELF-RETAINED VEHICLE UPDATE FORM

Agency:
Agency Code:
Date of Request:
Contact Name and Number:

Year	Make	Model	VIN	Vehicle Type	Location/ County of Vehicle	Vehicle ID/ Plate #	Add/Change/Delete (Insert A, C or D)
Example 2005	Ford	Taurus	1253FFFJKKK56789	PPT	Albany County	9944XX	A