

# UCI VEHICLE DECAL FORM

SA 2730-TG (3-2003)  
Supersedes (2-2001) issue

**(NEW – REPLACE – DELETE – RENEWAL)**

Vehicle decals and passes are issued weekdays from 7:30am – 4:00pm by the receptionists at the following locations: Bldg. 800 284-3958

**Prior to a vehicle pass (decal or temporary) being issued,  
The following information must be provided in person:**

- **Sandia/New Mexico Picture Badge or ID**
- **Current Driver’s License** *(original documents only – copies, faxes, verbal confirmation not accepted)*
- **Current Proof of Insurance – NM state requirements** *(original documents only – copies, faxes, verbal confirmation not accepted)*
  - \$25,000 personal liability each person
  - \$50,000 personal liability each accident
  - \$10,000 property damage liability
- **Current Vehicle Registration** *(original documents only – copies, faxes, verbal confirmation not accepted)*  
Vehicle must be registered under the requester’s name. If not, the following must be provided:
  - lease agreement;
  - power of attorney;
  - marriage certificate (for spouses with different last names); or,
  - notarized statement from the owner granting permission for the requester to use the vehicle, and providing a description of the vehicle and dates granted for use.
- **Current Emissions Certificate** *(original documents only – copies, faxes, verbal confirmation not accepted)*
  - Required for vehicles two (2) years and older with a vehicle registration address outside Bernalillo County
  - Certification date must be within the past two (2) years
  - Diesel vehicles must have an exemption certificate from Bernalillo County Vehicle Pollution Management Program (VPMP). For Information call the VPMP hotline at 247-2273.
- **Motorcycle Registration**
  - Requires SNL picture badge or ID and current driver’s license with motorcycle endorsement, registration, and insurance.

**Replacement decal** – When a front bumper or windshield is replaced and the vehicle has an active SNL decal, a replacement decal will be issued with required documentation mentioned above

|   |                      |           |          |           |       |                |     |                 |          |
|---|----------------------|-----------|----------|-----------|-------|----------------|-----|-----------------|----------|
| SSN   | Name (Type or Print) | Mail Stop | Org. No. | Phone No. |       |                |     |                 |          |
| Status: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Retired <input type="checkbox"/> Survivor <input type="checkbox"/> C.U. <input type="checkbox"/> Other _____ |                      |           |          |           |       |                |     |                 |          |
| Contractor Company name (If applicable)   |                      |           |          |           |       |                |     | Contract Number |          |
| <b>Official Use Only</b>  |                      |           |          |           |       |                |     |                 |          |
| Action<br><small>(Check one box)</small>  | Yr                   | Make      | Model    | Style     | Color | Lic. Plate No. | St. | Decal No        | Exp. Yr. |
| <b>EXAMPLE</b>  | 83                   | FORD      | FAIRLANE | 2DR       | GREEN | 123-ABC        | NM  | 123456          | 93       |
| <input type="checkbox"/> New <input type="checkbox"/> Delete<br><input type="checkbox"/> Replace <input type="checkbox"/> Renewal<br>Windshield/Bumper  |                      |           |          |           |       |                |     |                 |          |
| <input type="checkbox"/> New <input type="checkbox"/> Delete<br><input type="checkbox"/> Replace <input type="checkbox"/> Renewal<br>Windshield/Bumper  |                      |           |          |           |       |                |     |                 |          |
| <input type="checkbox"/> New <input type="checkbox"/> Delete<br><input type="checkbox"/> Replace <input type="checkbox"/> Renewal<br>Windshield/Bumper  |                      |           |          |           |       |                |     |                 |          |
| <input type="checkbox"/> New <input type="checkbox"/> Delete<br><input type="checkbox"/> Replace <input type="checkbox"/> Renewal<br>Windshield/Bumper  |                      |           |          |           |       |                |     |                 |          |
| <input type="checkbox"/> New <input type="checkbox"/> Delete<br><input type="checkbox"/> Replace <input type="checkbox"/> Renewal<br>Windshield/Bumper  |                      |           |          |           |       |                |     |                 |          |
| <b>SIGNATURE</b>  |                      |           |          |           |       |                |     | <b>DATE</b>     |          |

**\*\*\*\*\* PLEASE READ DISCLOSURE STATEMENT ON NEXT PAGE \*\*\*\*\***

UCI

**CERTIFICATE OF COMPLIANCE-PRIVATE MOTOR VEHICLE REGISTRATION**

*(THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974)*

AUTHORITY: 10 U.S.C. 8012.44 U.S.C. 3101 AND EO 9397.

PRINCIPAL PURPOSE: Indicates individual certification as to compliance with appropriate state privately-owned vehicle financial responsibility laws.

ROUTINE USES: Provides a record for control of privately-owned vehicles which are authorized to operate on an Air Force installation. The Social Security Number is used for further identification of the individual and for retrieving information from files. Routine use could include disclosure to other investigatory authors.

DISCLOSURE IS VOLUNTARY: Failure to provide the information to include the Social Security Number will result in an individual being unable to operate a privately-owned vehicle on Kirtland Air Force Base. Operating a privately-owned vehicle on KAFB carries with it certain requirements and responsibilities on the part of the registrant. These include but are not necessarily limited to:

- Continuing compliance with applicable state and USAF regulations and requirements on vehicle ownership, registration, and inspection.
- Possession by each operator of a valid operator's license.
- Continuing compliance with state financial responsibility laws including minimum limits of liability coverage in the amounts of:
  - \$25,000 personal liability each person
  - \$50,000 personal liability each accident
  - \$10,000 property damage
- Operation of the vehicle within posted speed limit (30 mph unless otherwise posted).
- Mandatory use of seat belt or shoulder harness.
- Parking in authorized spaces only (handicapped spaces are to be used only by individuals having authorized plate).
- Surrender or destruction of registration identification upon expiration, change of vehicle ownership, disqualification of registrant.

Copies of all citations issued by KAFB Security Police to operators of Sandia registered vehicles are furnished to Sandia Labs Security for appropriate action. KAFB vehicle privileges may be suspended by KAFB Security Police for accumulation of 12 points or for refusal to submit to sobriety tests, or failure to consent to periodic vehicle inspections.

UCI