Large Spark-Ignition Engine Fleet Requirements Regulation
Request for Changing DOORS Information

Adding Equipment with an Existing EIN

If you purchased equipment that was previously registered in DOORS by another user and already has an existing Equipment Identification Number (EIN), this equipment can be added to your fleet by entering the EIN on the “Add Equipment” page in DOORS. However, if the fleet selling the equipment has not yet “sold” the equipment from their DOORS account, the fleet purchasing the equipment will not be able to enter in the equipment via the EIN number (since an EIN can only exist in one fleet at time). The selling fleet has 30 days from the time of sale to remove the equipment from their fleet, but if this does not occur, the purchasing fleet has two options: (1) Re-register the equipment and receive a new EIN (which must replace the EIN currently labeled on the vehicle); or (2) fill out this form, including proof of purchase of equipment, and ARB staff will remove the equipment from the selling fleet, and place it into the purchasing fleet.

If it has been 30 days or more since the purchase date, and you wish to have equipment with an existing EIN moved into your fleet, please complete and submit this form, include applicable attachments listed below by emailing scanned version to doors@arb.ca.gov, faxing to (916) 322-3923, or mailing to:

ATTN: LARGE SPARK-IGNITION REPORTING
MSCD, Mail Stop 5B
Air Resources Board
1001 I Street, P.O. Box 2815
Sacramento, California 95812

**DOORS Fleet ID Number**

**Company/Agency Name**

**Name of Fleet Operator**

**Job Title**

**Phone Number of Fleet Operator**

**Email Address of Fleet Operator**

**Signature of Fleet Operator**

**Date**

**NOTE:** The form will not be accepted unless it contains the relevant information, signature of the fleet operator, and date.

For questions regarding this form, please contact the DOORS Hotline at: 1-877-59DOORS (1-877-593-6677)
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If you want to have purchased equipment with an existing EIN moved into your fleet, please provide the information below:

Equipment EIN: ____________________________

Date of Equipment Purchase: ____________________________

Name/Contact Information of Selling Fleet: ____________________________

Additionally, please attach a bill of sale, or other documentation to support proof-of-purchase of the equipment. If this documentation is NOT included, this request will be rejected.

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Instructions

This form is for making changes to an existing DOORS registration with the Air Resources Board and only applies to equipment with an existing EIN that has transferred ownership from one fleet to another.

1. **DOORS Fleet ID Number:** This is the number ARB has assigned to your LSI fleet.

2. **Company/Agency Name:** This is the legal name of the entity, business, organization, agency, or individual currently on the registration, not a third party. Examples of third party members are consultants, distributors, sales representatives, lawyers, etc.

3. **Company Address:** This is the legal address where all business correspondence is to be mailed.

4. **Name of Fleet Operator:** This is the person with legal right to possession and use of a piece of equipment, including a person whose usual and customary business is the rental, leasing, or sale of equipment. This person is the responsible official or designee employed or otherwise retained by the entity, business, organization, agency, or individual that has the authority to certify the LSI equipment complies with all applicable requirements of the LSI Fleet Average Requirements regulation. This person is the signatory and must be a direct employee of the company, not a third party. Examples of third party members are consultants, distributors, sales representatives, lawyers, etc.

5. **Job Title:** This is the official title identifying the role within the entity, business, organization, or agency.

6. **Phone Number of Fleet Operator:** This is the ten digit telephone number where the fleet operator can be reached.

7. **Signature of Fleet Operator:** This is the mark written by the fleet operator with the intention of authenticating the form.

8. **Date:** This is the day, month, and year when the form was completed and signed.

9. **Equipment Identification Number (EIN):** This is a unique identification number assigned by the Executive Officer to a piece of equipment once the piece of equipment has been reported in accordance with California Code of Regulations, title 13, section 2775.2, subsection (a). The EIN is used to link all reporting and recordkeeping.

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