

GOVERNMENT OF  
THE UNITED STATES VIRGIN ISLANDS



OFFICE OF  
THE COMMISSIONER

DEPARTMENT OF PROPERTY AND PROCUREMENT

121 SUB BASE  
ST. THOMAS, VIRGIN ISLANDS 00801

ST.T. TEL.: (340) 774-0388  
FAX: (340) 774-1163

## MEMORANDUM

To: All Departments/Agencies Heads

From: Mr. Vincent Richards  
Deputy Commissioner

A handwritten signature in black ink, appearing to be "V. Richards", written over the name of the sender.

Date: January 26, 2016

Re: **Final Vehicle Inspections and Registrations**

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The Department of Property and Procurement, Division of Transportation conducted Government vehicle registration and inspection for the St. Thomas and St. John district from October 13, 2015 thru December 17, 2015. We also had late registration from December 21 – 23, 2015.

We continue to notice Government vehicles operating improperly with 2015 sticker on the windshield instead of the 2016 up to date sticker.

We are doing one last and final registration at the Division of Transportation on the upper level for those vehicles that miss the regular inspection on February 01, 2016 thru February 05, 2016 from 9:00am to 3:00pm daily. After these dates **only new vehicles and vehicles that was down for repairs will be registered.**

Please be reminded that it is improper and illegal to transfer license plates from one vehicle to another without the proper involvement and documentation from the Motor Vehicle Bureau. Accordingly, all departments and/or agencies wishing to utilize a different license plate other than the registered plate must bring in a written request from the Department/Agency Head to effectuate the change. Said vehicle must be taken to the Department of Property and Procurement's Division of Transportation in Sub base, St. Thomas or on St. Croix to the Main Office in Estate Richmond.

Your attention to this matter, as well as your customary cooperation will be greatly appreciated.