

Vehicle pick-up and registration step-by-step

Congratulations on your new vehicle! Before you go pick it up, please stop and read these instructions carefully to ensure a smooth transition.

01



Schedule a time to pick up your vehicle

Make sure you have a scheduled appointment with the dealership to pick up your new vehicle. You don't want to show up without one.

02



Pick up your vehicle

Be prepared to show your driver's license and proof of insurance at the dealership. You may be asked for this information prior to going to the dealership.

03



Inspect the vehicle carefully

Let your fleet manager know if your vehicle is damaged, or comes with different specifications than what you ordered. Do not drive or accept delivery of a damaged vehicle!

04



Receive temporary registration

When you pick up your vehicle, you will be issued your hard plate and/or a temporary tag. Depending on your state, this can be in the form of a temporary tag or it can be a hard plate without registration until you get your permanent registration.

05



Await your permanent registration

Getting your plate(s) or registration typically takes 30-45 days. During that time, LeasePlan and/or the dealer are working to ensure your vehicle gets registered properly. You may need to supply additional documents to complete the registration if your state requires it.

06



Get your permanent registration

The tag agency will either mail your plate(s) or permanent registration to you or you'll be notified that it's available at the dealership. LeasePlan will reach out to confirm you received your plate(s) or permanent registration.

07



You're road ready!

Install the permanent plate(s) or registration on the vehicle. And then you are ready to go!

Was your vehicle delivered? If your vehicle was transported and/or requires upfit, there may be additional documents required to complete your vehicle registration. LeasePlan will request these documents from you.