



Process to Submit Vehicle to Surplus (June 2025)

Step 1: Complete the DPS-29 Form

1. **Enter Agency Information**
- Agency Name: Select your agency
 - Address: Provide the full address, including city, state, and ZIP code of **pick up location**.
 - Equipment Number: Enter the vehicle's unique equipment identifier.

A screenshot of the 'CONNECTICUT Administrative Services State Surplus Application' form. The form is titled 'Agency Information' and includes fields for 'Agency Turning in Vehicle:' (a dropdown menu showing 'TEST Agency'), 'Agency Address:' (a text field with '123 Fake Street'), 'City:' (a text field with 'Fake City'), 'State:' (a text field with 'CT'), 'Zip:' (a text field with '50005'), and 'Equipment #:' (a text field with 'E-5000'). Below this is a 'VIN Search' section with 'VIN Number' (a text field with '1HGCG56601A101411') and 'Year' (a text field with a red asterisk). A 'Search' button is next to the year field. A small note at the bottom right of the search section says 'We will search the vehicle VIN number to prefill as much information as we can'. A green 'Submit' button is at the bottom left of the form.

2. **Vehicle Details**
- Search by **VIN** and **Year** to auto-populate available details.
 - If fields remain blank, manually enter the following:
 - **Registration Number**
 - **Make**
 - **Model**
 - **Body Type**
 - **Color**
 - **Fuel Type**
 - **Number of Cylinders**
 - **Transmission Type**
 - **Mileage** (if TMU/unknown, enter 999,999)



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	CONNECTICUT Administrative Services State Surplus Application
	Agency Information Agency Turning in Vehicle: TEST Agency Agency Address: City State Zip Equipment #: 123 Fake Street Fake City CT 50005 E-5000 Vehicle Information Registration Number: Year Make of Vehicle Model R-5000 2015 HONDA Accord Body Type Vehicle Identification Number (VIN) Color Sedan/Saloon 1HGCG56601A101411 White Fuel Type Number of Cylinders Type of Transmission Mileage (Current) Gasoline 4 Automatic 920,001
3.	Vehicle Condition Assessment - Select the appropriate condition rating (Good, Fair, Poor, Bad) for: - Engine - Transmission - Brakes - Front End - Rear End
4.	Additional Information - Provide any additional vehicle-related comments. - If pickup location contact is different from person submitting the DPS-29, please include name of person submitting DPS-29. Vehicle Condition Engine Transmission Brakes Front End Rear End Good Fair Poor Bad Good Other / Comments Other Comments
5.	Funding and Department Details - Fill in the required fields: - Agency Fund

450 Columbus Boulevard | Hartford, CT 06103

Affirmative Action/Equal Opportunity Employer



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- Department
- SID
- Program
- Account
- Project

Agency Accounting Information

Fund	Dept.	SID	Program	Account	Project

6.

Submit Contact Information

- Enter pickup contact's **full name and email** (for communication purposes).
- Enter **your supervisor's full name and email** (for approval).
- NOTE: If you are submitting the vehicle and not the pick up contact, please note your contact information in the Comments section from step 4.

Agency Official Information

Requestor's Name	Requestor's Email	
Supervisor Name	Supervisor Email	Date
		3/18/2025

7.

Acknowledge Title Requirements

- Read the following statement carefully:
"The vehicle is titled in the agency's name and must be in the agency's possession at the time of submission via the DPS-29 form. The title will be provided with the vehicle upon pickup. Ensure the Seller's information and signature are completed on the reverse side of the title. Incomplete titles will delay the auction sale and will not be approved for pickup."
- **Confirm title compliance** by selecting the checkbox, indicating:
 - The title meets all requirements.
 - **The TITLE is available and will be provided to the vendor upon pickup. If the TITLE is not provided at the time of pickup, the vehicle WILL NOT BE PICKED UP.**

	Documents The vehicle is titled in the agency's name, must be in the possession of the agency at the time of submission via the DPS-29 form. The title will be provided with the vehicle upon pickup. Ensure the Seller's information and signature is completed on the reverse side of the title. Note incomplete titles per above requirements delay auction sale of vehicle therefore will not be approved for pickup. Check the box to confirm the title has met the requirements stated above, is on hand, and will be provided to the vendor upon pickup of the vehicle. ☐
8.	Upload Documents ○ Read the following statement carefully: <i>"It is highly suggested to upload a scanned copy of the title.</i> <i>If applicable to the vehicle being submitted, court documents and any other asset information may also be uploaded.</i> <i>Please note, having a copy of the title and/or other information is a best practice procedure for agency audit purposes and for future inquiries that may occur, example: a duplicate title request by a buyer, agency will need the original title number to complete DMV's H6 form.</i> ○ Upload documents: • Front of Title • Back of Title • Court Paperwork (if applicable) • Asset Information (if applicable) • Other Attachments (if applicable) See next page for example



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Documents

It is highly suggested to upload a scanned copy of the title.

If applicable to the vehicle being submitted, court documents and any other asset information may also be uploaded.

Please note, having a copy of the title and/or other information is a best practice procedure for agency audit purposes and for future inquiries that may occur, example: a duplicate title request by a buyer, agency will need the original title number to complete DMV's H6 form.

Title (Front):

[Click here to attach a file](#)

Title (Back):

[Click here to attach a file](#)

Court Paperwork:

[Click here to attach a file](#)

Asset Information:

[Click here to attach a file](#)

Other:

[Click here to attach a file](#)

[Click here to attach a file](#)

[Click here to attach a file](#)

Step 2: Supervisor Review

Once the DPS-29 form is submitted, it is routed to the supervisor for approval.

1.

Supervisor Approval

- The supervisor receives an **email notification**.
- Clicks on the **"Click Here to Take Action"** link.

[TEST Agency] VIN: JTDKN3DU6E1788230 - TOYOTA Prius Inbox x

✦ Summarize this email



no-reply CT GATEWAY <ctgateway@acgovsolutions.com>
to me ▾

[Click here to take action](#)

Workflow state: Initial state



State Surplus Application

Agency Information

Agency Turning in Vehicle:

TEST Agency ▾

Agency Address:	City	State	Zip	Equipment #:
123 Fake Street	Fake City	CT	50006	E-6000

Vehicle Information

[Search New VIN](#)

Registration Number:	Year	Make of Vehicle	Model
R-6000	2014	TOYOTA	Prius

Body Type	Vehicle Identification Number (VIN)	Color
Hatchback/Liftback/Notchback	JTDKN3DU6E1788230	White

Fuel Type	Number of Cylinders	Type of Transmission	Mileage (Current)
Gasoline	4 ▾	Automatic ▾	322,550

Vehicle Condition

Engine	Transmission	Brakes	Front End	Rear End
Good ▾	Good ▾	Good ▾	Good ▾	Good ▾

- Reviews the request, adds comments (if necessary), and **submits approval**.

Approve

Request Changes

Deny

- On next page, click **Submit** to complete approval.



State Surplus Application

Supervisor Approve

Comments

Name	Email	Date
	test2@acgovsolutions.com	2025-03-18

Submit

Print / Save as PDF

2. **Supervisor Denial**

- The supervisor receives an **email notification**.
- Clicks on the **“Click Here to Take Action”** link.

[TEST Agency] VIN: JTDKN3DU6E1788230 - TOYOTA Prius Inbox x

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Click here to take action

Workflow state: Initial state



State Surplus Application

Agency Information

Agency Turning in Vehicle:

TEST Agency ▼

Agency Address:	City	State	Zip	Equipment #:
123 Fake Street	Fake City	CT	50006	E-6000

Vehicle Information

Search New VIN

Registration Number:	Year	Make of Vehicle	Model
R-6000	2014	TOYOTA	Prius
Body Type	Vehicle Identification Number (VIN)	Color	
Hatchback/Liftback/Notchback	JTDKN3DU6E1788230	White	
Fuel Type	Number of Cylinders	Type of Transmission	Mileage (Current)
Gasoline	4 ▼	Automatic ▼	322,550

Vehicle Condition

Engine	Transmission	Brakes	Front End	Rear End
Good ▼	Good ▼	Good ▼	Good ▼	Good ▼

- Adds comments explaining the reason for denial and **submits the denial**.



The screenshot shows the 'Supervisor Deny' form. At the top, there is a header with the CONNECTICUT Administrative Services logo and the text 'State Surplus Application'. Below this is a red bar with the title 'Supervisor Deny'. Underneath is a 'Comments' section with a text area. At the bottom, there is a table with three columns: 'Name', 'Email', and 'Date'. The table contains one row with the following data: Name (blank), Email (test2@acgovsolutions.com), and Date (2025-03-18). Below the table are two buttons: 'Submit' (green) and 'Print / Save as PDF' (orange).

- The **initiator receives an email** notifying them that the request has been denied.

3. Supervisor Request Changes

- The supervisor receives an **email notification**.
- Clicks on the **“Click Here to Take Action”** link.

[TEST Agency] VIN: JTDKN3DU6E1788230 - TOYOTA Prius Inbox x

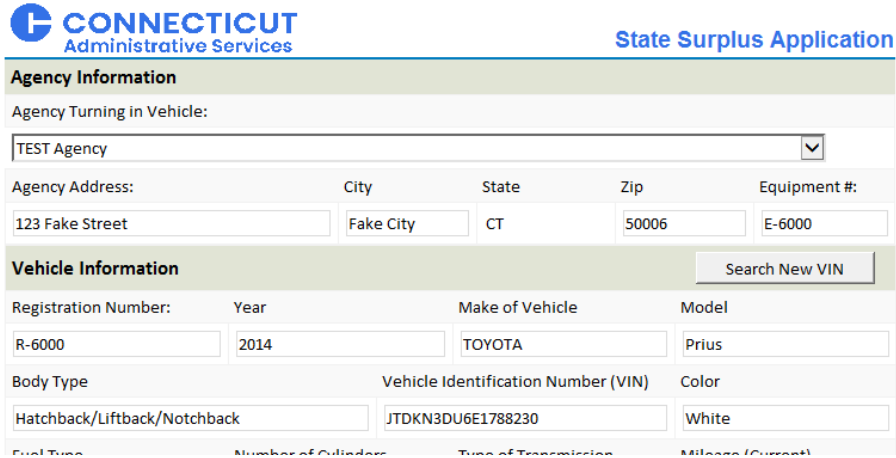
✦ Summarize this email



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to me ▾

[Click here to take action](#)

Workflow state: Initial state



The screenshot shows two forms. The first form is 'Agency Information' and the second is 'Vehicle Information'. Both forms are part of the 'State Surplus Application' system, as indicated by the header. The 'Agency Information' form has a dropdown for 'Agency Turning in Vehicle' (TEST Agency) and a table for 'Agency Address' with columns for City, State, Zip, and Equipment #. The 'Vehicle Information' form has a 'Search New VIN' button and a table for 'Registration Number', 'Year', 'Make of Vehicle', and 'Model'. Below this is a table for 'Body Type', 'Vehicle Identification Number (VIN)', and 'Color'.

- Clicks on **Request Changes**

[Approve](#)
[Request Changes](#)
[Deny](#)

- Add comments explaining reason for change request.
- If documents are not correct, click **Delete** button next to Delete Current Documents, then click **Confirm**
- Click **Submit**, to complete Change Request to the initiator.
- The initiator receives an **email notification**.
- Clicks on the **“Click Here to Take Action”** link.

Workflow state: Supervisor Requests Changes

Changes Requested

Comments

Change Doc

Delete Current Documents:

Documents have been deleted *

Name

Email

Date

2025-04-12

Workflow state: Initial state

Agency Information

Agency Turning in Vehicle:

TEST Agency

Agency Address (Vehicle Address):

City

State

Zip

Equipment #:

123 test

hartford

CT

06103

3-5844

- Makes necessary updates, adds comments (if needed), and **submits the revised request.**



State Surplus Application

Changes Provided

Please provide the requested information or documents to this form.

Information

Condition comments, and documents

Submit

Print / Save as PDF

CONNECTICUT Administrative Services

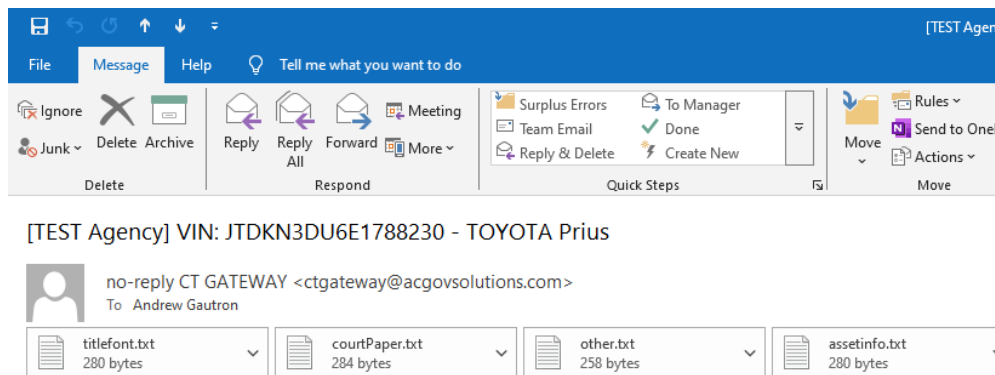
Step 3: DAS Surplus Review

If approved by the supervisor, the request moves to the **Department of Administrative Services (DAS)** for final review.

1.

Step 1-A: DAS Approval

- DAS receives an **email notification**.
- Clicks on the **“Click Here to Take Action”** link.



[Click here to take action](#)

Workflow state: Supervisor Approval


State Surplus Application

Supervisor Approve

Comments
Comments

Name	Email	Date
	test2@acgovsolutions.com	2025-03-18

Workflow state: Initial state


State Surplus Application

Agency Information

Agency Turning in Vehicle:

TEST Agency

Agency Address: City State Zip Equipment #:
123 Fake Street Fake City CT 50006 E-6000

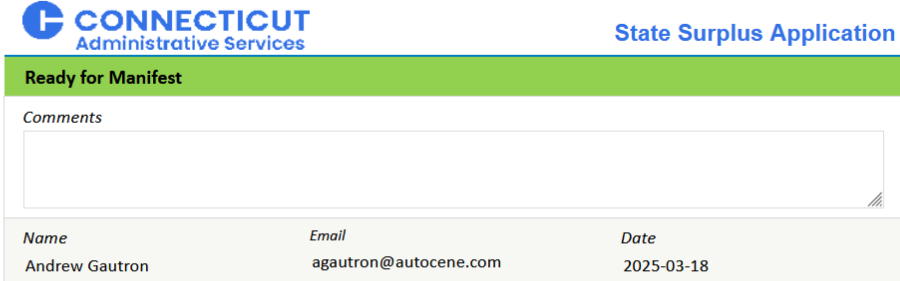
Vehicle Information

Search New VIN

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- Reviews the request, adds comments (if necessary), and **submits approval**.



The screenshot shows a web interface for 'CONNECTICUT Administrative Services' with the title 'State Surplus Application'. A green banner at the top reads 'Ready for Manifest'. Below this is a 'Comments' section with a text area. At the bottom, a table displays user information:

Name	Email	Date
Andrew Gautron	agautron@autocene.com	2025-03-18

- The **vehicle is now ready for auction pickup**.

Step 1-B: DAS Requests Changes

- DAS receives an **email notification**.

CONNECTICUT Administrative Services

- Clicks on the “Click Here to Take Action” link.

[TEST Agency] VIN: JTDKN3DU6E1788230 - TOYOTA Prius

no-reply CT GATEWAY <ctgateway@acgovsolutions.com>
To: Andrew Gautron

titlefont.txt 280 bytes courtPaper.txt 284 bytes other.txt 258 bytes assetinfo.txt 280 bytes

[Click here to take action](#)

Workflow state: Supervisor Approval

CONNECTICUT Administrative Services **State Surplus Application**

Supervisor Approve

Comments

Name Email Date
test2@acgovsolutions.com 2025-03-18

Workflow state: Initial state

CONNECTICUT Administrative Services **State Surplus Application**

Agency Information

Agency Turning in Vehicle:
TEST Agency

Agency Address: City State Zip Equipment #:
123 Fake Street Fake City CT 50006 E-6000

Vehicle Information [Search New VIN](#)

- Adds comments requesting modifications and **submits a Request for Change**.

CONNECTICUT Administrative Services **State Surplus Application**

Changes Requested

Comments
Change condition

Name Email Date
Andrew Gautron agautron@autocene.com 2025-03-18

[Submit](#) [Save as draft](#) [Print / Save as PDF](#)

2.

Initiator Updates Request

- If changes are requested by DAS, the initiator must revise and resubmit the request.
 - **Step 2-A: Submit Requested Changes**
 - The initiator receives an **email notification**.
 - Clicks on the **“Click Here to Take Action”** link.

← 📧 ⌚ 🗑️ 📧 ⌚ 📧 📧 📧 ⋮

[TEST Agency] VIN: JTDKN3DU6E1788230 - TOYOTA Prius Inbox x

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to me ▾

[Click here to take action](#)

Workflow state: Request Changes



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Administrative Services

State Surplus Application

Changes Requested

Comments

Change condition

Name

Andrew Gautron

Email

agautron@autocene.com

Date

2025-03-18

Workflow state: Supervisor Approval



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Administrative Services

State Surplus Application

Supervisor Approve

Comments

Comments

- Makes necessary updates, adds comments (if needed), and **submits the revised request**.



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State Surplus Application

Changes Provided

Please provide the requested information or documents to this form.

Information

Condition comments, and documents

[Submit](#)

[Print / Save as PDF](#)

3.

DAS Final Approval

- DAS receives an **email notification**.
- Clicks on the **“Click Here to Take Action”** link.

Provide Changes



State Surplus Application

Changes Provided

Please provide the requested information or documents to this form.

Information

Condition comments, and documents

Request Changes



State Surplus Application

Changes Requested

Comments

Change condition

Name	Email	Date
Andrew Gautron	agautron@autocene.com	2025-03-18

- Reviews the changes, adds comments (if necessary), and **submits final approval**.



State Surplus Application

Ready for Manifest

Comments

Name	Email	Date
Andrew Gautron	agautron@autocene.com	2025-03-18

Submit Save as draft Print / Save as PDF

- The **vehicle is now ready for auction pickup**.