**电动自行车上牌办理流程**

**Registration Process for Electric Bicycles**

为加强电动自行车管理，增强电动自行车驾驶人交通安全意识，维护道路交通秩序，根据《福州市电动自行车管理办法》(福州市人民政府令第77号)，购买电动自行车后需要登记牌号，进行赋码数字化管理、黄色号牌附加标识使用管理。

In order to strengthen the management of electric bicycles, enhance the traffic safety awareness of electric bicycle drivers, and maintain road traffic order, according to the *Fuzhou Electric Bicycle Management Measures* (Fuzhou Municipal People’s Government Order No. 77), after purchasing an electric bicycle, it is necessary to register the license plate, carry out digital management of coding, and manage the use of yellow license plate additional identification.

**一、办理途径**

（一）网上办理：使用“福州交警微发布”公众号、“e福州”APP进行新车网上注册。

（二）现场办理

1.乌山校区的，可前往福州市市民服务中心现场办理。

2.旗山校区的，可前往福州市公安局交通警察支队上街高新区大队办理现场办理。

**I. Application Process**

1. Online Application

Use the “Fuzhou Traffic Police Micro Release” official account and “e-Fuzhou" APP to apply new bicycles online.

2. On-site Application

1) For the Wushan Campus, you can go to the Fuzhou Citizen Service Center to register it on-site procedures.

2) For the Qishan Campus, you can go to the Shangjie Hi-tech Zone Brigade of the Traffic Police Detachment of the Fuzhou Public Security Bureau to apply on-site procedures.

**二、所需材料**

（一）电动自行车所有人身份证明原件;如前往福州市市民服务中心办理，身份证上地址为福州市五城区以外的，还须提交地址福州五城区范围内的的居住证、学生证、教师证、房产证、购房合同等能证明实际住所地址的相关证明；如前往高新区交警大队办理，身份证上地址为上街辖区以外地区的，还须提交地址为上街辖区的居住证、学生证、教师证、房产证、购房合同等能证明实际住所地址的相关证明。

（二）购车发票等来历证明原件。

（三）电动自行车整车出厂合格证原件。

（四）若为网上办理，还需要对实车拍照提交3张照片:电动自行车的车架号照片、身左侧相片和车身左后侧45°照片(影像应占相片的三分之二，应当能够清晰辨认车身颜色及外观特征)。

**II. Required Documents**

1. Original identification document of the owner of the electric bicycle. If you go to the Fuzhou Citizen Service Center to apply, and the address on your ID Card is outside the five districts of Fuzhou, you must also submit relevant proof of your actual residence address, such as a residence permit, student ID, teacher ID, property certificate, purchase contract, etc. within the five districts of Fuzhou; If you go to the Hi-tech Zone Traffic Police Brigade to handle it, and the address on your ID card is outside the jurisdiction of Shangjie District, you must also submit relevant proof of your actual residence address, such as a residence permit, student ID, teacher ID, property ownership certificate, purchase contract, etc.

2. Original proof of origin such as purchase invoice.

3. Original factory certificate of conformity for electric bicycles.

4. If it is processed online, three photos of the actual bicycle need to be submitted: a photo of the frame number of the electric bicycle, a photo of its left side, and a photo of its left rear side at a 45°angle (the image should account for two-thirds of the photo and should be able to clearly identify its color and appearance characteristics).

**三、上牌要求**

申请登记的电动自行车应当符合国家强制标准《电动自行车安全技术规范》(GB17761-2018)且列入《福州市合格电动自行车产品目录》。具有下列情形之一的不予办理登记业务:

（一）申请人与身份证比对不一致的。

（二）年龄未满16周岁的。

（三）列入福州市公共信用信息平台失信主体记录的。

**III. Registration Requirements**

The electric bicycle applying for registration shall comply with the national mandatory standard *Technical Specification for Safety of Electric Bicycles* (GB17761-2018) and be included in the *Fuzhou Qualified Electric Bicycle Product Catalog*. Registration services will not be processed under any of the following circumstances:

1. The applicant’s comparison with their ID card is inconsistent.

2. Those under the age of 16.

3. Listed as dishonest entities on the Fuzhou Public Credit Information Platform.

**四、办理流程**

（一）现场办理：查验车辆-窗口受理--用户缴费-发放牌证-安装号牌

（二）网上办理：用户登录--上传资料-系统审核--用户缴费--邮寄牌证(邮费自理)

注：新式号牌应当安装在电动自行车前端的中间位置，保持清晰、完整，不得污损、故意遮挡，不得转借、涂改。

**IV. Processing Process**

1. On-site Processing: Electric bicycle inspection - window acceptance - user payment - issuance of license plates - installation of license plates

2. Online Processing: User login - upload information - system review - user payment - mail card (postage to be borne by oneself)

Note: The new license plate should be installed in the middle position of the front end of the electric bicycle, kept clear and intact, and must not be stained, intentionally blocked, lent or altered.

**五、收费标准**

依据《福建省财政厅 福建省物价局关于非机动车牌证工本费等有关问题的复函》，首次购买新车注册登记，每辆[电动车](http://fz.bendibao.com/news/zhuantibjddcsp/)收取13元工本费(含牌、证)。

**V. Fee Standards**

According to the reply letter from the Fujian Provincial Department of Finance and the Fujian Provincial Price Bureau on issues related to the production cost of non-motor vehicle license plates, a production cost of 13 yuan (including license plates and certificates) will be charged for each electric bicycle purchased for the first time during registration.