

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: **07/01/2016**

[Documents to be Forwarded](#)

[Documents to be Imaged in the CSC](#)

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Use this list to prepare documents for Imaging, CSC files, and distribution

DOCUMENTS TO BE FORWARDED		
DOCUMENT TYPE	DOCUMENT	HOW TO SEND (Send daily unless noted otherwise)
Commercial Driver Training School	DTS-13 Vehicle Inspection Check List	UPS Bag - Interoffice envelope marked: COM/DR Training School Commercial Licensing Work Center
	DTS-11 Student Records Audit Form	
Compliance	Habitual Offender (HO): Restoration Order	Scan to Conviction and Suspension Processing and return document to customer.
	HO: License Denial Document	
	HO: Dismissal Order	
	HO: Court Order Upholding DMV Action	
	HO: Petition of Appeal	
	DWI: Restoration Order	
	Amended Abstract	
	Judgment	Attach to associated Document Imaging Barcode Cover Sheet - UPS Bag - Interoffice envelope marked: Driver Compliance Work Center
Dealer	DSD-9 Dealer Plates Application	UPS Bag - Interoffice envelope marked: DMV DEALER SERVICES ROOM 323
	DSD-12 Reissue of Drive-Away Office Trailer Plates Application	
	DSD-14 Foreign Dealer Application with copy of home state dealers certificate and fee receipt	
Department of Game and Inland Fisheries (DGIF)	Voided Fishing Licenses	Daily: Fax Voided Licenses/Registrations along with their corresponding void receipts to the DGIF at: 804-367-9147 Attn: License Accounting Once faxed, file in accordance with CSCOM-1101
	Voided Hunting Licenses	
	Voided Temporary Boat Registrations	
	Void Receipts	
	UPS Mailer Envelopes (ASA 72B) marked "DGIF" that contain: <ul style="list-style-type: none"> • Boat Title applications and payment • Boat Registration applications and payment 	
Driver	ALL PROOF DOCUMENTS MUST BE RETURNED TO THE CUSTOMER.	
	Voter Applications (refer to DLG-0102)	Daily: 1st Class envelope addressed to: DEPARTMENT OF ELECTIONS PO Box 85669 Richmond, VA 23285-5669
	DI100 - Restricted License and Customer Letter	UPS Bag- Interoffice envelope marked: RESTRICTED LIC
	Plaque License Packages	UPS Bag - Interoffice envelope marked: PLAQUE LIC
	DC265, DC359, etc. - Court Orders if order is not on the customer record	Return to customer
	DL56 - Individual Request for National Driver Register File Check	Daily: 1st Class envelope addressed to: NATIONAL DRIVER REGISTER 1200 New Jersey Avenue S.E. Washington, D.C 20590
	DL-70 Hazmat Endorsement Background Record Check application- ORIGINAL	Weekly: UPS Bag - Interoffice envelope marked: CDL/NDR Office Manager . Place behind a cover sheet with CSC number, phone number and date
	NDR/CDLIS/SSN/SOR Inquiry print screen and photocopied documents for SSA Online Verifications	UPS Bag - Interoffice envelope marked: Data Integrity Services, SSA Online Verification, Personal and Confidential
	HRO-502 – Placement Interest Questionnaire	UPS Bag – Manila envelope marked: Human Resource Office , CSC Name, Source Code
Hearing Request	Insurance Monitoring Hearing (SR-22/FR-44)	UPS Bag- Interoffice envelope marked: INS MON
Administrative Proceeding Request	Administrative Proceeding Request	UPS Bag -Interoffice envelope marked: MEDICAL
	Disabled Parking Violation	

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Identity Theft	DMV OAG 1 - Identity Theft Passport Request	Daily: 1st Class envelope addressed to: VIRGINIA OFFICE OF THE ATTORNEY GENERAL Computer Crime Section 900 East Main Street Richmond, VA 23219
Insurance Monitoring	FR-422A Blue Copy	UPS Bag - Interoffice envelope marked: FR422A
	FR-422A White Copy - no data on CSS	
Investigation	IS-8 Request for Investigation and all supporting documents	UPS Bag - Interoffice envelope marked: LES
	VIN Verifications	
Medical	BTL Applications and Forms	UPS Bag - Interoffice envelope marked Medical Fax to Medical Review Services only when medical order is suspended or near suspension, or when customer needs only MRS review to receive license. Once faxed, forward to Medical. Always fax sun-shading applications.
	MED4 - ONLY Vision Screening Reports that indicate a visual defect or medical condition requiring MRS review before license can be issued	
	MED13 – Commercial Driver's License (CDL) Skills Performance Evaluation Certificate Application Package	
	Medical Hearing Requests	Return original to customer - DO NOT send to Medical
	MED2 - Medical Reports	
	MED30 - CDL Disability Waivers	
	MED20 - Sun-Shading Medical Waiver MED21 - Sun-Shading Removal Certification	
	MED4 - Vision Screening Reports that meet DMV vision requirements	UPS Bag - Interoffice envelope marked: MEDICAL DLQA submits test results electronically on testing tablet
	CSMA 37 - ROAD SKILLS TEST FOR MEDICAL REVIEW CUSTOMERS Medical road skills testing conducted by DLQA only-submitted on Electronic Test Tablet SEND ONLY IF TEST GIVEN AT REQUEST OF MEDICAL DEPT. (send photocopy of test attached to application with daily work)	DO NOT FAX to MRS except as indicated in procedures.
	Physician Letters, notes on prescription pads, etc.	
	DL / CDL Applications - When customers list medical conditions or medications on application that need MRS review to be eligible to receive their license (refer to List of MRS Medical Condition/Medications)	<ul style="list-style-type: none"> Scan copy to Medical Review Services Place original application with other DL applications
Motor Carrier Liquidated Damages	MCS-1 Virginia Overweight Citation Submitted by Law Enforcement only	Daily: 1st Class envelope addressed to: DMV - MOTOR CARRIER SERVICES PO Box 27412 Richmond, VA 23269
	VSA-7 Detailed Statement of Miles Traveled or Trips Made with fee receipt (if original not faxed to HQ)	
	Request to Contest with Case Disposition (if original not scanned to HQ)	
Motor Carrier Operating Authority	Registration of Insurance/Operating Authority Card if original is not scanned	
Motor Carrier Dyed Fuels	Assessment Letter and Fee Receipt (if original not scanned to HQ)	
Motor Carrier Heavy Vehicle Use Tax	Schedule 1, Form 2290 (IRS) if fee not posted to CSS	
Fuels Tax and Rental Tax	All reports. NOTE: Be sure all reports are date stamped upon receipt	Daily: 1st Class envelope addressed to: DMV - Fuels/Rental Tax Collections PO Box 27422 Richmond, VA 23261-7422
Motor Carrier UCRA	UCR 100 Unified Carrier Registration Attached check	Daily: 1st Class envelope addressed to: DMV - MOTOR CARRIER SERVICES PO Box 27412 Richmond, VA 23269
Motor Carrier Harvest Permits	MCS 148 Harvest Permit Application	Scan to Motor Carrier Processing , then return to customer
	RDT387 Virginia Harvest Permit (and receipt, if applicable)	
Non Repairable	VSA-57 Non-repairable Application VSA-58 Notification-Owner Retained Late Model or Water Damaged Vehicle	UPS Bag – Interoffice envelope marked: Vehicle Branding Work Center These are no longer processed at the CSCs.
Refunds	SUT-2 Return of Sales and Use Tax - Not processed in the CSC. Customers may mail the SUT2 application themselves or bring it to the CSC to be mailed.	Daily: 1st Class envelope addressed to: DMV – Titting Work Center P.O. Box 27412 Richmond, VA 23269
Special ID	DL-02 Special ID Card Application (does not include the Child ID application DL 5 - see Driver)	Weekly: UPS Bag - Interoffice envelope marked: Driver's License and ID Card Work Center

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Suspension Notification	Suspension Notification Transcript	Weekly: Attach to associated Document Imaging Barcode Cover sheet
	DSA10 received from police officer & attached surrendered license (Submitted by Law Enforcement-no barcode cover sheet)	(Does not apply to DSA10 forms) UPS Bag - Interoffice envelope marked: Compliance Work Center
Vehicle	VSA-26 Converted Electric Vehicle Certification	UPS Bag – Manila envelope marked: Vehicle Branding , CSC Name, Source Code, Work Date
	Manufactured Home Severed from Real Property (not processed in CSCs) All supporting documentation/fees submitted by the customer	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Titling Work Center Manufactured Home Converted to Personal Property P.O. Box 27412 Richmond, VA 23269
	Mechanic's or Storage Lien transaction documents (original transaction documents forwarded after being scanned to Titling Work Center for processing)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Titling Work Center Mechanic's or Storage Lien P.O. Box 27412 Richmond, VA 23269
	Reconstructed, Replica, or Specially Constructed Vehicle All supporting documentation/fees submitted by the customer (Not processed in CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center Reconstructed/Replica/Specially Constructed P.O. Box 27412 Richmond, VA 23269
	VIN Assignment and Inspection All supporting documentation/fees submitted by the customer (Not processed in the CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center VIN Assignment P.O. Box 27412 Richmond, VA 23269
	VIN Replacement All supporting documentation/fees submitted by the customer (Not processed in the CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center VIN Replacement P.O. Box 27412 Richmond, VA 23269
Withdrawal of Parental Consent	DL-18 Parental Consent Cancellation of a Minor's Driver's License -processed at CSC	Scan to CDL/NDR Daily: DL18 (and copies of custody documents, if presented) or copy of court order - UPS Bag - Interoffice envelope marked: CDL/NDR

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DOCUMENTS TO BE IMAGED IN THE CSC	
<p>DO NOT forward the following documents to Headquarters. They are to be destroyed three days after they have been successfully uploaded in ONBase.</p>	
Address Change	ISD-01 Address Change Request
Driver	<<<<<<REVISION DL1P/DL2P - DL/ID/CDL Application (original, duplicate, reissue, renewal, temporary instruction permit, passed, failed and voided*) *only voided applications that have a corresponding barcode cover sheet are sent for imaging, all others are shredded. END REVISION>>>>>>
	DL1R - DL Pre-printed Renewal Application (except non-processed applications)
	<<<<<<REVISION DL2PA- Supplemental Driver's License History (CDL applicants only) END REVISION>>>>>>
	All print-on-demand paper test question and answer sheets (attached to matching application and/or barcode cover sheet for imaging). For test score sheets that have no barcode cover sheet, ensure test scores are entered accurately in system, and then shred the associated test score sheets.

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	DL 64 - CDL Skills Test Certificate of Completion D 75 – Translator Acknowledgement Form Legal Presence Acknowledgement Form DL 5 - Identification Card Application for Minors DL-8 Commercial Driver's License (CDL) Self Certification and any related medical examiner certificate, variance(s), waiver(s) and/or Skill Performance Evaluation (with attached barcode cover sheet). DL 11 Virginia Veteran Identification Card Photocopy of Veteran Service Proof Document (attached to matching application). DL-13 CDL Skills Test Waiver Military Application CSMA 09 - Pre-road Skills Test Safety Check Road Skills Test Score Sheet attached to its matching application DL-80 Electronic Birth Certification Request (Not Born in Virginia) and ALL Supporting Documentation Driver Education Certificates (including those from out-of-state and Commercial Driver Training Schools) attached to matching application DL-569 Emergency Contact Application DMV-281 Emergency Contact Program HS-2 – Virginia Driver Training Certificate Home-Schooled Place all associated Identification Review (IR) documentation behind the customer application to be imaged: <ul style="list-style-type: none"> IR Legal Presence Response Form, and/or Photocopy of document approval letter from IR, and Photocopy of proof documents sent for approval to IR
Department of Health (VDH) – Vital Records	DL-81 Virginia Birth Certificate Application and ALL Supporting Documentation DL-81 Marriage, Death, Divorce Certificate – Virginia Vital Record Application VS-6 Application for Certification of a Vital Record
Mechanics or Storage Lien (MSL transaction documents processed at CSC) For transactions scanned for processing to Titling Work Center see Vehicle under Documents to Be Forwarded	Mechanic's or Storage Lien Application (VSA 41) Completed Mechanics and Storage Lien Affidavit (pg. 3 of VSA 41) when applicable Mechanic's or Storage Lien Transcript NADA Trade-In Value screen print (when determined online) Towing Order /Repair Bill Bill of Sale form Lienholder Public Auction Notice Proof vehicle was in applicant's custody a minimum of 30 days List of Places that Notice of Auction was Placed Actual certified/registered letter mailed and delivered to owner(s)/lienholder(s) with certified/registered return receipt Actual certified/registered letter (unopened) with certified/registered return receipt attached Court order Sheriff Sale Documentation (for court orders)
Motor Carrier (TNC)	MCS-305A Transportation Network Company (TNC) Virginia Registration Application
Vehicle	VSA-125 Emergency Vehicle License Plates-Vehicle Registration Application Bill of Sale (Dealer and Retail) IS-23 Verification of Vehicle Examination (MCO) Manufacturer Certificate of Origin Out of State Dealer Reassignment Out of State Registration When Title is Held (if small, photocopy both sides, attach photocopy to its matching application for imaging). Out of State Title (if small, photocopy both sides and include photocopy with associated application for imaging (shred original) Salvage Supporting Documents (ex: estimated cost to repair) SF-97 Standard Form 97 Substitute Title Issued to Remove Salvage VAD-20 Reassignment of Title By VA Motor Vehicle Dealer

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	VAD-70A Dealer's Secure Power of Attorney - ONE COPY ONLY
	VSA-3 Surrendered VA title / manuf. home converted to real estate
	VSA-5 and VADA-116 Odometer Disclosure Statement
	VSA-10B Antique Vehicle Applicant Certification
	VSA-11 Odometer Discrepancy Acknowledgement
	VSA-12 Affidavit in Lieu of Title Certificate
	VSA-12M Moped or All Terrain Vehicle Affidavit in Lieu of Title Certificate
	VSA-17A Title Application
	VSA-22 Application for Assigned VIN
	VSA-24 Certification of Authority to Transfer Virginia Title
	VSA-31 Moped Certification
	VSA-35 Affidavit for Manufactured Home Conversion to Real Property
	VSA-40 Vehicle Removal Certificate
	VSA-56 Salvage Certificate Application
	VSA-66 Supplemental/Transfer Liens or Replacement/Substitute Title App
	VSA-70 Power of Attorney to Sign for Vehicle Owner
	VSA-71 Change of Record Application
	VSA-80 Affidavit of Sale of Levied and Seized Vehicle
	VSA-98 Repossession of Vehicle Titled Out-Of-State
	VSA-131 Farm Vehicle Plate Certification

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DOCUMENTS TO BE RETAINED

Refer to **CSCOM-1101** for a list of documents that are to be retained in the Customer Service Center for a specified period of time

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DOCUMENTS TO BE DESTROYED

DO NOT forward the following documents to Headquarters with the daily work.
They are to be destroyed after all documents have been filed or batched and sent to Headquarters.

	Clearance Letters
	FR422A - White Copy - if posted to CSS
	DC30 - Court Receipt
	SR-22/FR-44 - Proof of Insurance
	Insurance Monitoring Notices (CSS updated)
	Compliance Documents Not Sent to Document Imaging
Dealer	DSD5 - Temporary Certificate
	DSD16 - Record of Temporary Tags
	DSD19 - Receipt of Temporary Registration
	DSD39 - Application for Emergency Transfer of License Plates
Disabled Parking	Expired Disabled Parking Permits MED 10 Disabled Parking Plates or Placard Application Disabled Production Plate Applications
Driver	For test score sheets that have no barcode cover sheet (lost or never printed), ensure test scores are entered accurately in system, and then shred the associated test score sheets. Do not send documents to Document Imaging that have no barcode cover sheet.

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<p>DO NOT forward the following documents to Headquarters with the daily work. They are to be destroyed after all documents have been filed or batched and sent to Headquarters.</p>	
	Original small (or torn) documents that are photocopied onto an 8 ½ X 11 standard sheet of paper for sending to Document Imaging (ensure photocopy is included with transaction documents sent for imaging)
	SOR License Inquiry Checks – whether or not license was issue
	NDR/CDLIS Report (Unless otherwise instructed, all documents that have been processed or faxed to Headquarters should be returned to the customer or destroyed after the daily work is bundled and sent to Headquarters.)
	DL7 – Exchanging a Driver's License from a Foreign Country
	DL55 - National Driver Register File Check Employer Request
Information Request	Any documents not to be filed at the CSC, returned to the customer, sent to LES, or to Document Imaging
Other	Customer Return Forms FMS 228 Refund Authorization Record (if printed) FMS 210 Application for Vehicle Registration Refund Death Certificates (After posting to customer record)
Vehicle	CRD93 - Information Request (Except when No Record Found as related to Mechanics and Storage Liens.)
	LES22A - Request for Rebuilt Salvage Vehicle Examination (original and/or pink copy)
	LES22B - Report of Examination of Rebuilt Salvage Vehicle (original and/or pink copy)
	VSA 01 - Temporary Certificate of Registration
	Original small (or torn) documents that are photocopied onto an 8 ½ X 11 standard sheet of paper for sending to Document Imaging (ensure photocopy is included with transaction documents sent for imaging)
Motor Carrier (IRP)	IRP6 Application CSC Review Sheet
Motor Carrier (TNC)	MCS-305B Transportation Network Company (TNC) Registration Application (Out of State Vehicles)

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