

**DESCRIPTION:** This procedure outlines the steps that should be taken when DMV or the DMV Select Agent terminates or resigns their contract with the Department of Motor Vehicles as a contractual license agent. It is the responsibility of the DMV Select District Manager to coordinate any close out procedures of the DMV Select office and/or reassign a new contractual agreement to any new DMV Select Agent assuming the contractual responsibility.

**The DMV Select District Manager shall coordinate the following when a complete close out is performed:**

1. Print all Inventory reports for the specific DMV Select and perform a physical inventory count of all secure items and compare to the Inventory reports. Inventory needs to be conducted on all secure items and also to include blank titles, decals, permits, license plates, etc. Once completed, the report will be signed by the DMV Select District Manager and the outgoing DMV Select Agent. The original copy will be retained by the DMV Select District Manager and placed in the specific Agent's HQ files and a copy will be given to the outgoing DMV Select Agent to be placed in the DMV Select's files.
2. All Inventory can be transferred using a ASA-42 form to a nearby CSC/Select or retained by a HQ workcenter. The DMV Select District Manager will initiate the transfer of Inventory and the receiving Manager or designee from that Office/Workcenter will also count the inventory and receive into their inventory and sign the ASA-42 form. The DMV Select District Manager will retain the original copy and the receiving Office will retain a copy of the ASA-42 form.
3. Ensure the ASA42 form includes the following information:
  - ◆ Signatures of both the DMV Select District Manager and the Receiving CSC/Select/Workcenter Manager or Designee.
  - ◆ Beginning and ending series numbers of all secure items and also to include plates, decals, permits, blank titles, etc.
4. The DMV Select District Manager collects all assigned Secure Tokens (FOBS) and any unassigned FOBS from the DMV Select Agent and verifies them for accuracy. If a FOB(s) is missing, the replacement cost will be deducted from their last month's compensation. A US-002 form will be filled out and signed by the DMV Select Agent for each active user with a FOB to be returned to HQ. If the Out Going Agent has a FOB, they will be required to notify User Services by email they are leaving office and what they intend to do with their FOB.
5. The DMV Select District Manager will notify the System Support Group (SSG) immediately and have their location code deactivated in the system.

**The DMV Select District Manager shall coordinate the following when a DMV Select Agent is retiring, leaving office, etc. and the balance of Inventory will need to be transferred to the Incoming Agent.**

1. Print all Inventory reports for the specific DMV Select and perform a physical inventory count of all secure items and compare to the Inventory reports. Inventory needs to be conducted on all secure items and to include blank titles, decals, permits, license plates, etc. Once completed, the report will be signed by the DMV Select District Manager and the outgoing DMV Select Agent. The original copy will be retained by the DMV Select District Manager and placed in the specific Agent's HQ files and a copy will be given to the outgoing DMV Select Agent.
2. A new Inventory report is printed and the DMV Select District Manager and the incoming DMV Select Agent will verify the physical secure inventory being transferred to them against this report. The DMV Select District Manager and the incoming DMV Select Agent will sign this report and the original will be retained by the DMV Select District Manager and a copy will be retained by the new Select Agent. In addition, a transfer of inventory form ASA-42 will be filled out by the DMV Select District Manager.

Ensure the ASA 42 form included the following information:

- Signatures of both the DMV Select District Manager and the receiving DMV Select Agent or Designee.
  - Beginning and ending series numbers of all secure items and also to include blank titles, decals, permits, License plates, etc.
3. The DMV Select District Manager and the incoming DMV Select Agent will account for all existing FOBs for active users. The new Agent will secure a FOB through User Services or have an existing one from their office reassigned to them.
  4. The DMV Select District Manager will prepare a new DMV Select Annual Contract and MOU for the new Agent to sign for the remaining period on the existing Contract. Once signed by both the Agent and the DMV Commissioner, the original signed Contract is kept by the Agency and another signed Contract is kept by the new DMV Select Agent.
  5. At contract renewal time, the new DMV Select Agent will receive a new DMV Select contract to sign for the entire annual period.

