

DESCRIPTION: This procedure describes the process a DMV Select is to follow to order decals for their location.

VSA 32DC form

DMV Selects have access to an electronic version of the decal inventory order form to order more decals by email. They can also fax or mail the order form in to the Special Plates and Consignment Center.

The VSA 32DC should include the following:

1. The agent's name, address and location code. The blanks should be filled in to order the desired quantity of decals.
2. The agent should sign the VSA32DC and can email the request to decals@dmv.virginia.gov, fax the request to 804 367-1096 or mail the completed form to the Department of Motor Vehicles, P. O. Box 27412, Richmond, Virginia 23269, Attn: Special Plates and Consignment Center, Room 316.

It is the DMV Select's responsibility to ensure they maintain an adequate supply of inventory for their location, however inventory may be transferred from a CSC to supplement the agent so service is not disrupted.