

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

**VSA 32LP Form**

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

The VSA 32LP should include the following:

1. The agent's name, address and location code. The license plate fields should be filled in to order the desired quantity of license plates.
2. The agent should sign the VSA 32LP and can email the request to [decals@dmv.virginia.gov](mailto: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.