

DESCRIPTION: This procedure describes the process a DMV Select is to follow to order items from the headquarters stockroom such as forms, brochures, etc. for their location.

The agent should complete the ASA10-A and should include the following:

1. The agent name, address, phone number, fax number, date, and location code.
2. The ASA10-A request should be mailed to Department of Motor Vehicles, P. O. Box 27412, Richmond, Virginia 23269, Attn: ASA/AP Section, Room B09. The request can also be faxed to the Consignment Center, fax number is (804) 367-1054.
3. Do not mail or fax all the pages if you are only ordering items/forms from a few pages.
4. All requests for stock items will be delivered via the quarterly supply truck run.

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