

## DAILY PROCESSING (During the Day)

1. Accept and review customer applications and supporting documents.
2. Follow procedures for "Lien Check" on all titles. (See VLIC Titling Procedures)
3. Key transaction to receive fee calculation and inventory assignment. If credit card or debit card transaction, see Credit Card training manual for processing.

NOTE: CSS will control and assign the following: Title Numbers.

The clerk will write legibly in ink (any color except red) the title number that has been assigned to the transaction on the title application, in the space provided.

The DMV Select System will control and assign the Decals. The DMV Select System will determine what type and serial number of decal is to be issued based on the type of transaction.

Before issuing, the decal (s) must be removed from the teller drawer and checked against the type and serial numbers(s) shown on the screen.

Collect appropriate fees, i.e. cash, check, credit card or debit card. The DMV Select System will compute change if any to be returned to customer.

Attach all those loose decals (unusable) collected during the day to the teller cover sheet for the following reasons:

- refunds (decals returned intact)
- decal half not used when issuing one plate, (ex. trailer, motorcycle, etc.). Write prefix beside decal half (ex. MC).
- customer returns second set of decals (decals were bought at agency and through mail-in)
- mutilated decals

Scratch or mark through decals from all surrendered license plates that have not expired before boxing up for recycling.