

DESCRIPTION: A miscellaneous decal issue is any type of transaction requiring a decal to be issued that has not been assigned to the teller.

1. After keying transaction, the teller presses the “enter” key and the DMV Select System will display the decal type and number to be issued.
2. Teller goes to Miscellaneous Cart to remove the decal (s) type and number that is needed.
3. Teller verifies correct decals received by keying “y” in required field of the transaction format.
4. Collect the appropriate fees and enter cash, check or charge amount received. DMV Select System will compute change if any to be returned to the customer.

NOTE: Miscellaneous decals may be issued to a teller also, using the “Inventory Management Console” screen. In certain cases, it may be better to assign a group of miscellaneous decals needed to the teller, instead of one at a time as the transaction is being processed. An example would be several quarterly renewals needing month only decals are presented to a teller.