

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: 03/10/2012

Use this list to prepare documents for CSC files and distribution

DOCUMENT TYPE	DOCUMENT	HOW TO SEND
Address Change	ISD-01 Address Change Request	UPS Bag – Manila envelope marked: Document Imaging , Room 635, ISD-01 Apps, CSC Name, Source Code, Work Date
Refunds	SUT-2 Return of Sales and Use Tax - Not processed in the CSC. Customers may mail the SUT2 application themselves or bring it to the CSC to be mailed.	Daily: 1st Class envelope addressed to: DMV – Titles & Registration Work Center 2300 West Broad Street Room 320 Richmond, VA 23220
Special ID	Applications (does not include the Child ID application DL 5 - see Driver)	UPS Bag - Interoffice envelope marked: SPEC-ID - FMS
Suspension Notification	Suspension Notification Transcript	Attach to associated Document Imaging Barcode Cover sheet (Does not apply to DSA10 forms) UPS Bag - Interoffice envelope marked: SUSP NOTIFICATION
	DSA10 received from police officer & attached surrendered license (Submitted by Law Enforcement-no barcode cover sheet)	
Withdrawal of Parental Consent	DL-18 Cancellation of a Minor's Driving Privilege-processed at CSC	Fax to DLWC at (804) 367-6692 Daily: DL18 (and copies of custody documents, if presented) or copy of court order - UPS Bag - Interoffice envelope marked: DLWC
Registration	Applications for confidential license plates (with VSA-I-49 attached)	UPS Bag - Interoffice envelope marked: LES
Vehicle	VSA-125 Emergency Vehicle License Plates-Vehicle Registration Application	UPS Bag – Manila envelope marked: Document Imaging , Room 635, VSA-125 Apps, CSC Name, Source Code, Work Date
	Bill of Sale (Dealer and Retail)	UPS Bag - Place documents behind the "Document Imaging Service Order" (CRD 100) NOTE: The "Document Imaging Service Order" (CRD 100) should cover daily vehicle work sent for imaging and be secured with 2 heavy-duty rubber bands. If there are few documents, secure the CRD 100 sheet to the batch with 2 paper clips. NOTE: Do not send Document Imaging Barcode Cover Sheets to Document Imaging that print for transactions with no associated documents (i.e. maintain title transactions).
	IS-23 Verification of Vehicle Examination	
	(MCO) Manufacturer Certificate of Origin	
	Out of State Dealer Reassignment	
	Out of State Registration When Title is Held (if small, photocopy both sides, attach photocopy to its matching application for imaging).	
	Out of State Title (if small, photocopy both sides and include photocopy with associated application for imaging (shred original)	
	Salvage Supporting Documents (ex: estimated cost to repair)	
	SF-97 Standard Form 97	
	Substitute Title Issued to Remove Salvage	
	VAD-20 Reassignment of Title By VA Motor Vehicle Dealer	
	VAD-70A Dealer's Secure Power of Attorney - ONE COPY ONLY	
	VSA-3 Surrendered VA title / manuf. home converted to real estate	
	VSA-5 and VADA-116 Odometer Disclosure Statement	
	VSA-10B Antique Vehicle Applicant Certification	
	VSA-12 Affidavit in Lieu of Title Certificate	
	VSA-17A Title Application	
	VSA-22 Application for Assigned VIN	
	VSA-24 Statement of Authority To Assign Title/Owner Deceased	
	VSA-40 Vehicle Removal Certificate	
	VSA-56 Salvage Certificate Application	
	VSA-66 Supplemental/Transfer Liens or Replacement/Substitute Title App	
	VSA-70 Power of Attorney to Sign for Vehicle Owner	
VSA-71 Change of Record Application		
VSA-98 Repossession of Vehicle Titled Out-Of-State		
VSA 123 For-Hire Vehicles - Vehicle Registration Application		
Mechanics Lien	CRD-93 Information Requests (When No Record Found as related to Mechanics and Storage Liens.)	
	IS-25 Mechanics and Storage Lien Affidavit	
	Towing Order /Repair Bill	
	Bill of Sale form Lienholder	
	Public Auction Notice	
	List of Places that Notice of Auction was Placed	
	Certified Mail Return Receipt	
	Undelivered Certified Documents	
	Sheriff Sale Documentation	
	DL-93 DMV Transcript	

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	VSA-57 Non-repairable Application VSA-58 Notification-Owner Retained Late Model or Water Damaged Vehicle	UPS Bag – Interoffice envelope marked: Salvage Work Center These are no longer processed at the CSCs.
Motor Carrier IFTA	RDT-120 IFTA Licensing Application and CSCNet fee receipts RDT-121 IFTA Quarterly Tax Return and CSCNet fee receipts RDT-122 Motor Fuel Road Tax Quarterly Report and CSCNet fee receipts RDT-123 Virginia Motor Fuel Road Tax Renewal or Additional Decal Application and CSCNet fee receipts	Daily: 1st Class envelope addressed to: DMV - MOTOR CARRIER SERVICES PO Box 27412 Richmond, VA 23269
Motor Carrier IRP	IRP-1 Virginia Apportioned Registration Applications IRP-3 Apportioned Registration Jurisdiction Weight Scale invoice renewal listing copy of L-37 shortage letter photocopy of refund FAA228 CSCNet fee receipt	Weekly: UPS Bag - Interoffice envelope marked: IRP
Motor Carrier Liquidated Damages	MCS-1 Virginia Overweight Citation Submitted by Law Enforcement only VSA-7 Detailed Statement of Miles Traveled or Trips Made with fee receipt (if original not faxed to HQ) Request to Contest with Case Disposition (if original not faxed to HQ)	Daily: 1st Class envelope addressed to: DMV - MOTOR CARRIER SERVICES PO Box 27412 Richmond, VA 23269
Motor Carrier Operating Authority	Registration of Insurance/Operating Authority Card if original is not faxed	
Motor Carrier Dyed Fuels	Assessment Letter and Fee Receipt (if original not faxed to HQ)	
Motor Carrier Heavy Vehicle Use Tax	Schedule 1, Form 2290 (IRS) if fee not posted to CSS	
Motor Carrier Fuels Tax and Rental Tax	All reports. NOTE: Be sure all reports are date stamped upon receipt	Daily: 1st Class envelope addressed to: DMV - Fuels/Rental Tax Collections PO Box 27422 Richmond, VA 23261-7422
Motor Carrier UCRA	UCR 100 Unified Carrier Registration Attached check (unless credit card payment information completed)	Daily: 1st Class envelope addressed to: DMV - MOTOR CARRIER SERVICES PO Box 27412 Richmond, VA 23269
Motor Carrier Harvest Permits	MCS 148 Harvest Permit Application RDT387 Virginia Harvest Permit (and receipt, if applicable)	Fax to Motor Carrier and Tax Services , then return to customer
Commercial Driver Training School	CDT-10 Vehicle Inspection Check List CDT-11 Audit Form	UPS Bag - Interoffice envelope marked: COM/DR Training School
Compliance	Habitual Offender (HO): Restoration Order HO: License Denial Document HO: Dismissal Order HO: Court Order Upholding DMV Action HO: Petition of Appeal DWI: Restoration Order Amended Abstract Judgment	FAX to Court Suspension Work Center and return document to customer Attach to associated Document Imaging Barcode Cover Sheet - UPS Bag - Interoffice envelope marked: Judgment Work Center
Dealer	DSD-9 Dealer Plates Application DSD-12 Reissue of Drive-Away Office Trailer Plates Application DSD-14 Foreign Dealer Application with copy of home state dealers certificate and fee receipt	UPS Bag - Interoffice envelope marked: DMV DEALER SERVICES ROOM 419
Hearing Request	Insurance Monitoring Hearing (SR-22/FR-44) Medical Hearing Disabled Parking Violation	UPS Bag- Interoffice envelope marked: INS MON UPS Bag -Interoffice envelope marked: MEDICAL
Insurance Monitoring	FR-422A Blue Copy FR-422A White Copy - no data on CSS	UPS Bag - Interoffice envelope marked: FR422A
Investigation	IS-8 Request for Investigation and all supporting documents VIN Verifications	UPS Bag - Interoffice envelope marked: LES
Driver	ALL PROOF DOCUMENTS MUST BE RETURNED TO THE CUSTOMER.	UPS Bag - Behind the Document Imaging Service Order (CRD 100)

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	DL1P - DL/ID Application (original, duplicate, reissue, renewal, temporary instruction permit, passed, failed and voided*) *only voided applications that have a corresponding barcode cover sheet are sent for imaging, all others are shredded.	<p>Note 1: The "Document Imaging Service Order" (CRD 100) should cover daily driver work sent for imaging and be secured with 2 heavy-duty rubber bands. If there are few documents, secure the CRD 100 sheet to the batch with 2 paper clips. No staples. Photocopy small documents, place photocopy with work being sent to imaging, and shred the original.</p> <p>NOTE 2: Do not send Document Imaging Barcode Cover Sheets to Document Imaging that print for transactions with no associated documents (i.e. change address)</p>
	DL1R - DL Pre-printed Renewal Application (except non-processed applications)	
	DL1PA - Supplemental Driver's License History Sheet - original	
	All print-on-demand paper test question and answer sheets (attached to matching application and/or barcode cover sheet for imaging).	
	For test score sheets that have no barcode cover sheet, ensure test scores are entered accurately in system, and then shred the associated test score sheets.	
	DL 64 - CDL Skills Test Certificate of Completion	
	DL 5 - Identification Card Application for Minors	
	CSMA 09 - Pre-road Skills Test Safety Check Road Skills Test Score Sheet attached to its matching application	
	Driver Education Certificates (including those from out-of-state and Commercial Driver Training Schools) attached to matching application	
	Place all associated Identification Review (IR) documentation behind the customer application to be imaged: <ul style="list-style-type: none"> • IR Legal Presence Response Form, and/or • Photocopy of document approval letter from IR, and Photocopy of proof documents sent for approval to IR	
	Voter Applications (refer to DLG-0102)	Daily: 1st Class envelope addressed to: STATE BOARD OF ELECTIONS PO Box 85669 Richmond, VA 23285-5669
	DI100 - Restricted License and Customer Letter	UPS Bag- Interoffice envelope marked: RESTRICTED LIC
	Plaque License Packages	UPS Bag - Interoffice envelope marked: PLAQUE LIC
	DC265, DC359, etc. - Court Orders if order is not on the customer record	Return to customer
	DL-70 Hazmat Endorsement Background Record Check application- ORIGINAL	UPS Bag - Interoffice envelope marked: CDL/NDR Office Manager , Room 423. Place behind a cover sheet with CSC number, phone number and date
	NDR/CDLIS/SSN/SOR Inquiry print screen and photocopied documents for SSA Online Verifications	UPS Bag - Interoffice envelope marked: Document Imaging Office Manager , Room 635 SSA Online Verification, Personal and Confidential
	Permanent License-from NDR check - if unable to determine whether eligible for permanent license	UPS Bag - Interoffice envelope marked: NDR
	DL-8 Commercial Driver's License (CDL) Self Certification and any related medical examiner certificate, variance(s), waiver(s) and/or Skill Performance Evaluation (with attached barcode cover sheet).	UPS Bag- Interoffice envelope marked: Document Imaging - CDL Medical
Medical	BTL Applications and Forms	<<<<<< REVISION
	MED4 - ONLY Vision Screening Reports that indicate a visual defect or medical condition requiring MRS review before license can be issued	UPS Bag - Interoffice envelope marked Medical Fax to Medical Review Services only when medical order is suspended or near suspension, or when customer needs only MRS review to receive license. Once faxed, forward to Medical.
	Medical Hearing Requests	
	MED2 - Medical Reports	
	MED30 - CDL Disability Waivers	Always fax sun-shading applications. END REVISION >>>>>>
	MED20 - Sun-Shading Medical Waiver MED21 - Sun-Shading Removal Certification	
	MED4 - Vision Screening Reports that meet DMV vision requirements	Return original to customer - DO NOT send to Medical
	CSMA 09 - Pre-road Skills Test Safety Check Road Skills Test Score Sheet SEND ONLY IF TEST GIVEN AT REQUEST OF MEDICAL DEPT. (send photocopy of test attached to application with daily work)	UPS Bag - Interoffice envelope marked: MEDICAL
	Physician Letters, notes on prescription pads, etc.	DO NOT FAX to MRS except as indicated in procedures.
	DL / CDL Applications - When customers list medical conditions or medications on application that need MRS review to be eligible to receive their license (refer to List of MRS Medical Condition/Medications)	<ul style="list-style-type: none"> • Fax copy to Medical Review Services • Place original application with other DL applications
Identity Theft	DMV OAG 1 - Identity Theft Passport Request	Daily: 1st Class envelope addressed to: VIRGINIA OFFICE OF THE ATTORNEY GENERAL Computer Crime Section 900 East Main Street Richmond, VA 23219

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Department of Game and Inland Fisheries (DGIF)	Voided Fishing Licenses	Daily: Fax Voided Licenses/Registrations along with their corresponding void receipts to the DGIF at: 804-367-9147 Attn: License Accounting Once faxed, file in accordance with CSCOM-1101
	Voided Hunting Licenses	
	Voided Temporary Boat Registrations	
	Void Receipts	
	UPS Mailer Envelopes (ASA 72B) marked "DGIF" that contain: <ul style="list-style-type: none"> • Boat Title applications and payment • Boat Registration applications and payment 	Daily: UPS bag

DOCUMENTS TO BE RETAINED
Refer to CSCOM-1101 for a list of documents that are to be retained in the Customer Service Center for a specified period of time

DOCUMENTS TO BE DESTROYED	
<p>DO NOT forward the following documents to Headquarters with the daily work. They are to be destroyed after all documents have been filed or batched and sent to Headquarters.</p>	
COMPLIANCE ITEMS	Clearance Letters FR422A - White Copy - if posted to CSS DC30 - Court Receipt SR-22/FR-44 - Proof of Insurance Insurance Monitoring Notices (CSS updated) Compliance Documents Not Sent to Document Imaging
DEALER	DSD5 - Temporary Certificate DSD16 - Record of Temporary Tags DSD19 - Receipt of Temporary Registration DSD39 - Application for Emergency Transfer of License Plates
DISABLED PARKING	Expired Disabled Parking Permits MED 10 Disabled Parking Plates or Placard Application Disabled Production Plate Applications
DRIVER	For test score sheets that have no barcode cover sheet (lost or never printed), ensure test scores are entered accurately in system, and then shred the associated test score sheets. Do not send documents to Document Imaging that have no barcode cover sheet. Original small (or torn) documents that are photocopied onto an 8 ½ X 11 standard sheet of paper for sending to Document Imaging (ensure photocopy is included with transaction documents sent for imaging) SOR License Inquiry Checks – whether or not license was issue NDR (Unless otherwise instructed, all documents that have been processed or faxed to Headquarters should be returned to the customer or destroyed after the daily work is bundled and sent to Headquarters.)
VEHICLE	CRD93 - Information Request (Except when No Record Found as related to Mechanics and Storage Liens.) LES22A - Request for Repaired or Rebuilt Salvage Vehicle Examination (original and/or pink copy) LES22B - Report of Examination of Repaired or Rebuilt Salvage Vehicle (original and/or pink copy) VSA 01 - Temporary Certificate of Registration Original small (or torn) documents that are photocopied onto an 8 ½ X 11 standard sheet of paper for sending to Document Imaging (ensure photocopy is included with transaction documents sent for imaging)
INFORMATION REQUEST	Any documents not to be filed at the CSC, returned to the customer, sent to LES, or to Document Imaging
OTHER	Customer Return Forms FMS 228 Refund Authorization Record (if printed) FMS 210 Application for Vehicle Registration Refund