

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: 08/10/2013

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Use this list to prepare documents for Imaging, CSC files, and distribution

DOCUMENTS TO BE FORWARDED		
DOCUMENT TYPE	DOCUMENT	HOW TO SEND (Send daily unless noted otherwise)
Commercial Driver Training School	CDT-10 Vehicle Inspection Check List	UPS Bag - Interoffice envelope marked: COM/DR Training School
	CDT-11 Audit Form	
Compliance	Habitual Offender (HO): Restoration Order	FAX to Conviction and Suspension Processing (804) 367-2027 and return document to customer.
	HO: License Denial Document	
	HO: Dismissal Order	
	HO: Court Order Upholding DMV Action	
	HO: Petition of Appeal	
	DWI: Restoration Order	
	Amended Abstract	
	Judgment	Attach to associated Document Imaging Barcode Cover Sheet - UPS Bag - Interoffice envelope marked: Judgment Work Center
Dealer	DSD-9 Dealer Plates Application	UPS Bag - Interoffice envelope marked: DMV DEALER SERVICES ROOM 323
	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	
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 Refer to DGIF-1.00 for other mailing instructions
Department of Health (VDH) – Vital Records	Manila Envelopes marked "VDH" that contain: <ul style="list-style-type: none"> • Application for Certification of a Vital Record (VS6), supporting documents, and payment 	Daily: UPS Bag
Driver	ALL PROOF DOCUMENTS MUST BE RETURNED TO THE CUSTOMER.	
	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	Weekly: UPS Bag - Interoffice envelope marked: CDL/NDR Office Manager . 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: Data Integrity Services, 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
	HRO-502 – Placement Interest Questionnaire	UPS Bag – Manila envelope marked: Human Resource Office , CSC Name, Source Code
Hearing Request	Insurance Monitoring Hearing (SR-22/FR-44)	UPS Bag- Interoffice envelope marked: INS MON
	Medical Hearing	UPS Bag -Interoffice envelope marked: MEDICAL
	Disabled Parking Violation	

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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
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
Medical	BTL Applications and Forms MED4 - ONLY Vision Screening Reports that indicate a visual defect or medical condition requiring MRS review before license can be issued Medical Hearing Requests MED2 - Medical Reports MED30 - CDL Disability Waivers MED20 - Sun-Shading Medical Waiver MED21 - Sun-Shading Removal Certification MED4 - Vision Screening Reports that meet DMV vision requirements 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) Physician Letters, notes on prescription pads, etc. 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)	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. Always fax sun-shading applications. Return original to customer - DO NOT send to Medical UPS Bag - Interoffice envelope marked: MEDICAL DO NOT FAX to MRS except as indicated in procedures. <ul style="list-style-type: none">• Fax copy to Medical Review Services• Place original application with other DL applications
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	
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 Processing (804) 367-1073 , then return to customer
Non Repairable	VSA-57 Non-repairable Application VSA-58 Notification-Owner Retained Late Model or Water Damaged Vehicle	UPS Bag – Interoffice envelope marked: Vehicle Branding Work Center These are no longer processed at the CSCs.
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 Richmond, VA 23220
Registration	Applications for confidential license plates (with VSA-I-49 attached)	UPS Bag - Interoffice envelope marked: LES
Special ID	DL-02 Special ID Card Application (does not include the Child ID application DL 5 - see Driver)	Weekly: UPS Bag - Interoffice envelope marked: SPEC-ID – Driver's License Support

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Suspension Notification	Suspension Notification Transcript	Weekly: Attach to associated Document Imaging Barcode Cover sheet (Does not apply to DSA10 forms) UPS Bag - Interoffice envelope marked: Compliance Wrk Ctr
	DSA10 received from police officer & attached surrendered license (Submitted by Law Enforcement-no barcode cover sheet)	
Vehicle	VSA-26 Converted Electric Vehicle Certification	UPS Bag – Manila envelope marked: Vehicle Branding , CSC Name, Source Code, Work Date
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

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DOCUMENTS TO BE IMAGED IN THE CSC	
<p>DO NOT forward the following documents to Headquarters. They are to be destroyed three days after they have been successfully uploaded in ONBase.</p>	
Address Change	ISD-01 Address Change Request
Driver	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.
	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
	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).
	DL 11 Virginia Veteran Identification Card Photocopy of Veteran Service Proof Document (attached to matching application).
	DL-13 CDL Skills Test Waiver Military Application
	DL-57 – Electronic Birth Certification Request
	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
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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Vehicle	VSA-125 Emergency Vehicle License Plates-Vehicle Registration Application
	Bill of Sale (Dealer and Retail)
	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-12M Moped or All Terrain Vehicle Affidavit in Lieu of Title Certificate
	VSA-17A Title Application
	VSA-22 Application for Assigned VIN
	VSA-24 Certification of Authority to Transfer Virginia Title
	VSA-31 Moped Certification
	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-80 Affidavit of Sale of Levied and Seized Vehicle
	VSA-98 Repossession of Vehicle Titled Out-Of-State

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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

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DOCUMENTS TO BE DESTROYED

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.

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

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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.	
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.)
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 Death Certificates (After posting to customer record)
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)
<<<<<REVISION Motor Carrier IRP	IRP6 Application CSC Review Sheet END REVISION>>>>>

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