

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: 09/30/2024

[Documents to be Forwarded](#)

[Documents to be Imaged in the CSC](#)

[Documents to be Retained](#)

[Documents to be Destroyed](#)

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	DTS-13 Vehicle Inspection Check List	UPS Bag - Interoffice envelope marked: Driver Training Work Center
	DTS-11 Student Records Audit Form	
Compliance	DWI: Restoration Order	Scan to Driver's License Compliance Work Center and return document to customer.
	DWI Restricted License Orders	
	Amended Abstract	
	Bankruptcy Documents	
	Judgment	Attach to associated Document Imaging Barcode Cover Sheet - UPS Bag - Interoffice envelope marked: Driver's License Compliance 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 Wildlife Resources (DWR)	Voided Fishing Licenses	Daily: Fax Voided Licenses/Registrations along with their corresponding void receipts to the DWR at: 804-367-0449 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 "DWR" that contain: <ul style="list-style-type: none"> Boat Title applications and payment Boat Registration applications and payment 	Daily: UPS Mailer envelope (ASA 72B) addressed to: Dept. of Wildlife Resources ATTN: Boat Titling and Registration 7870 Villa Park Drive Suite 400 Henrico, VA 23233
Driver	ALL PROOF DOCUMENTS MUST BE RETURNED TO THE CUSTOMER.	
	Commercial Driver's Licenses from Canada or Mexico	UPS Bag – Interoffice envelope marked: CDL/NDR Work Center
	Voter Applications (refer to DLG-0102)	Daily: 1st Class envelope addressed to: DEPARTMENT 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
	DL56 - Individual Request for National Driver Register File Check	Daily: 1st Class envelope addressed to: NATIONAL DRIVER REGISTER 1200 New Jersey Avenue S.E. Washington, D.C 20590
	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
	DL 13A – Placement Interest Questionnaire	UPS Bag –Interoffice envelope marked: CDL/NDR Work Center
	DL-120 Entry Level Driver Training Self Certification of Exemption	Scan to CDL/NDR Work Center via Landing Zone and return document to customer
Hearing Request	Insurance Monitoring Hearing (SR-22/FR-44)	UPS Bag- Interoffice envelope marked: INS MON
Administrative	Administrative Proceeding Request	UPS Bag -Interoffice envelope marked: MEDICAL

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Revision Date: 09/30/2024

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Proceeding Request	Disabled Parking Violation	UPS Bag – Interoffice envelope marked: DATA INTEGRITY
Identity Theft	DMV OAG 1 - Identity Theft Passport Request	Daily: 1st Class envelope addressed to: VIRGINIA OFFICE OF THE ATTORNEY GENERAL Victim Notification Program 202 North 9 th Street Richmond, VA 23219
Information Request	Information Request (CRD 93) Request For Vehicle Information By A Prospective Purchaser (CRD 01)	Scan document to Customer Records work center via Landing Zone. Destroy original at the end of the day.
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	UPS Bag - Interoffice envelope marked Medical
	MED4 - ONLY Vision Screening Reports that indicate a visual defect or medical condition requiring MRS review before license can be issued	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.
	DL-145 - "Traumatic Brain Injury Designation Application"	
	MED13 – Commercial Driver's License (CDL) Skills Performance Evaluation Certificate Application Package	
	MED 13GF – Commercial Driver's License (CDL) Skill Performance Evaluation Certificate Application (Grand Fathered)	
	Medical Hearing Requests	
	MED2 - Medical Reports	
	MED 8 – Missing or Impaired Limb Assessment for Non-Commercial Drivers	
	Incapacitated Court Orders	
	MED30 - CDL Disability Waivers	
	MED4 - Vision Screening Reports that meet DMV vision requirements	Return original to customer - DO NOT send to Medical
	CSMA 37 - ROAD SKILLS TEST FOR MEDICAL REVIEW CUSTOMERS Medical road skills testing conducted by DLQA only-submitted on Electronic Test Tablet 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 DLQA submits test results electronically on testing tablet
	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"> Scan copy to Medical Review Services UPS Bag - Interoffice envelope marked Medical
Motor Carrier Liquidated Damages	MCS-1 Virginia Overweight Citation Submitted by Law Enforcement only Request to Contest with Case Disposition (if original not scanned 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 scanned	
Motor Carrier Dyed Fuels	Assessment Letter and Fee Receipt (if original not scanned 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	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)	Scan to Motor Carrier Processing , 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.

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Revision Date: 09/30/2024

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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 – Titling Work Center P.O. Box 27412 Richmond, VA 23269
	SUT 2A Application and Affidavit for Refund of Sales and Use Tax Customer generated affidavit (notarized) or customer's own notarized affidavit. NOTE: SUT 2A is not required to be notarized but must be attached to the customer's affidavit if customer submits his own notarized affidavit. Customers may mail to Titling Work Center, or submit to a CSC for mailing.	Daily: 1st Class envelope addressed to: DMV – Titling Work Center P.O. Box 27412 Richmond, VA 23269
Special ID	DL-02 Special ID Card Application (does not include the Child ID application DL 5 - see Driver) DL 90 Department of Criminal Justice Services Identification Card Photo Capture Application	Weekly: UPS Bag - Interoffice envelope marked: Driver's License and ID Card Work Center
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 Work Center
	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
	VSA 39A (DMV Copy) Emergency Permit to Transfer License Plates to a Vehicle Owned by A Person Operating A Garage While the Vehicle is Being Repaired	UPS Bag – Manila envelope marked: Special Registration, CSC Name, Source Code, Work Date
	Manufactured Home Severed from Real Property (not processed in CSCs) All supporting documentation/fees submitted by the customer	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Titling Work Center Manufactured Home Converted to Personal Property P.O. Box 27412 Richmond, VA 23269
	Mechanic's or Storage Lien transaction documents (original transaction documents forwarded after being scanned to MSL Processing Staff Work Center for processing)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles MSL Processing Staff Work Center P.O. Box 27412 Richmond, VA 23269
	Reconstructed, Replica, or Specially Constructed Vehicle All supporting documentation/fees submitted by the customer (Not processed in CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center Reconstructed/Replica/Specially Constructed P.O. Box 27412 Richmond, VA 23269
	VIN Assignment and Inspection All supporting documentation/fees submitted by the customer (Not processed in the CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center VIN Assignment P.O. Box 27412 Richmond, VA 23269
	VIN Replacement All supporting documentation/fees submitted by the customer (Not processed in the CSCs)	Daily: 1st Class envelope addressed to: Virginia Department of Motor Vehicles Vehicle Branding Work Center VIN Replacement P.O. Box 27412 Richmond, VA 23269
Withdrawal of Parental Consent	DL-18 Parental Consent Cancellation of a Minor's Driver's License -processed at CSC	Scan to CDL/NDR Daily: DL18 (and copies of custody documents, if presented) or copy of court order - UPS Bag - Interoffice envelope marked: CDL/NDR

[Return to top of page](#)

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: 09/30/2024

DOCUMENTS TO BE IMAGED IN THE CSC	
<p style="text-align: center;">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
DL	DL1P/DL2P/DL5 - DL/ID/CDL Application (original, duplicate, reissue, renewal, temporary instruction permit, passed, failed and voided*) <ul style="list-style-type: none"> Only voided applications that have a corresponding barcode cover sheet are sent for imaging, all others are shredded. All first-time REAL ID applications must be <ul style="list-style-type: none"> stored in the security closet until the holding period has expired (exception: if it was determined by the DMV Security Team that the security closet did not meet federal guidelines, REAL ID application must be stored in a secured file cabinet that was provided) and shredded after the document holding period.
	DTS B – Virginia Driver Training Certificate (attach photocopy to matching application – return original to customer)
	DTS C – Virginia Driver Training Re-Examination Certificate (attach photocopy to matching application – return original to customer)
	DTS D – Virginia Driver Training Certificate – Adult Waiver (attach photocopy to matching application – return original to customer)
	DL 100 – Valid Without Photograph Identification Card Application
	DL1R - DL Pre-printed Renewal Application (except non-processed applications)
	DL2PA- Supplemental Driver's License History (CDL applicants only)
	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
	D 75 – Translator Acknowledgement Form
	Legal Presence Acknowledgement Form
	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 10/DL 23 - Driver/Identification Privilege Card Application (original, duplicate, reissue, renewal, temporary instruction permit, passed, failed and voided*) <ul style="list-style-type: none"> Only voided applications that have a corresponding barcode cover sheet are sent for imaging, all others are shredded
	DL 11 Virginia Veteran Identification Card Photocopy of Veteran Service Proof Document (attached to matching application).
	DL-13 CDL Skills Test Waiver Military Application
	<<<<< REVISION CSMA 08/08S – Road Skills Test - Translator/Interpreter Certification attached to its matching application with supporting documentation. END REVISION >>>>>
	CSMA 09 - Pre-road Skills Test Safety Check Road Skills Test Score Sheet attached to its matching application
	DL-80 Electronic Birth Certification Request (Not Born in Virginia) and ALL Supporting Documentation
	Driver Education Certificates (including those from out-of-state and Commercial Driver Training Schools) attached to matching application
	DL-569 Emergency Contact Application
	DMS-17 Motor Voter Questionnaire
	DMV-281 Emergency Contact Program
	HS-2 – Virginia Driver Training Certificate Home-Schooled
	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
Department of Health (VDH) – Vital Records	DL-81 Virginia Birth Certificate Application and ALL Supporting Documentation
	DL-82 Marriage, Divorce, Death Certificate – Virginia Vital Record Application
	VS-6 Application for Certification of a Vital Record
Medical	MED20 – Sun-Shading Medical Waiver
	MED21 – Sun-Shading Removal Certification
Vehicle	VSA 125 Emergency Vehicle License Plates-Vehicle Registration Application
	Bill of Sale (Dealer and Retail)

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Revision Date: 09/30/2024

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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
Payment Plan Program Agreement/Terms of the Agreement (All pages of agreement are to be scanned)
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 3L Surrendered VA title/ manuf. home converted to real estate
VSA 5 and VADA 116 Odometer Disclosure Statement
VSA 10B Antique Vehicle Applicant Certification
VSA 10M Military Surplus License Plate Applicant Certification
VSA 11 Odometer Discrepancy Acknowledgement
VSA 12 Affidavit in Lieu of Title Certificate (or as indicated in procedures)
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 35 Affidavit for Manufactured Home Conversion to Real Property
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 Registration-VIN-Business Name Application
VSA 80 Affidavit of Sale of Levied and Seized Vehicle
VSA 98 Repossession of Vehicle Titled Out-Of-State
VSA 131 Farm Vehicle Plate Certification

[Return to top of page](#)

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

[Return to top of page](#)

CSC DOCUMENT DISTRIBUTION LIST

Revision Date: 09/30/2024

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
Disabled Parking	Expired Disabled Parking Permits MED 10 Disabled Parking Placard or License Plates Application MED 11 Institutional/Organizational Disabled Parking Placard Application VSA 54 Veteran Certification of Disability 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/CDLIS Report (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.) DL7 – Exchanging a Driver's License from a Foreign Country DL13A Placement Interest Questionnaire DL55 - National Driver Register File Check Employer Request
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	LES22A - Request for Rebuilt Salvage Vehicle Examination (original and/or pink copy) LES22B - Report of Examination of Rebuilt Salvage Vehicle (original and/or pink copy) VSA 01 - Temporary Certificate of Registration VSA 68 – Voluntary Communication Impairment Indicator application 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)
Motor Carrier (IRP)	IRP6 Application CSC Review Sheet
Department of Health (VDH) – Vital Records	Voided Vital Record Paper (The document preparer must ensure the voided vital record document has been scanned in OnBase before destroying)

[Return to top of page](#)