

## SECTION 8: MAILING COMPLETED WORK FOR IMAGING

The business day following processing, bundle your completed applications, including the receipts and ownership documents, and mail to DMV for imaging. Titles are required in order to process any transaction that results in the production of a title, except replacement title transactions and repossessions.

**Do not mail paperwork for transactions that generate an “S” title number. Titles for these transactions must be held for 60 days, and then destroyed.**

If you are doing a replacement title or repossession, print a copy of the vehicle inquiry record, send that along with the application to be imaged. For a replacement title, include the receipt signed by the vehicle owner. For repossession, include the receipt signed by an authorized representative of your financial institution.

If you are doing a release of lien with no title issued, nothing is imaged; no documents should be sent to DMV.

**To prepare paperwork for mailing:  
(replacement title, repossession)**

- The eMV receipt for the first title transaction of the day should be placed on top of the title.
- If additional title transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt and title behind the first receipt and title.
- Transactions that have been completed and reset later that day require a reset slip. The system will automatically prompt you to print one, if necessary. When prompted, print a copy of the eMV reset slip. Place the eMV reset slip in your completed work where the eMV receipt and title would have been placed.

Remove all staples and paperclips when mailing the titles.

Never enclose notes or send uncompleted work with your completed work.

Mail the eMV receipts, titles, or [reset form](#)  (if needed) using the [yellow mailing label](#)  the next business day after the transaction is completed. **Write the last title number from that day's title transactions on the mailing label (the new eMV title number, excluding the check digit).** Please do not put more than one day's processing in an envelope.

**COMPLETING YELLOW MAILING LABELS**

***Title Number: 15111A123001-1***

***15 111 A123 001 -1***

<i>Issue Year</i>	<i>Day of year on Julian Calendar</i>	<i>Terminal ID# for Dealers &amp; Banks that process titles</i>	<i>Titles processed that day</i>	<i>Check digit, not part of title #</i>
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**Do not include the check digit on the yellow mailing label.**

For questions regarding the mailing of applications or the yellow mailing labels, contact DMV's Agent Partnership Unit (APU) at (608) 266-3566.