



# PLAIN DEALING

A policy and administrative bulletin for licensed dealers  
from the WisDOT DMV Dealer and Agent Section

[wisconsin.dmv.gov](http://wisconsin.dmv.gov)

December 2019

**\*\*\* Special PARTNER Edition \*\*\***

## Cardboard Temporary Plates: You had a good run!

**The final date for cardboard temporary plates is March 1, 2020.**

WisDOT is thrilled to announce that all organizations have successfully transitioned to the new eMV PARTNER processing system and should be issuing print-on-demand temporary plates. DMV stopped filling cardboard temporary plate orders. Organizations should no longer issue the cardboard temporary plates to any customer.

The last day a vehicle can be legally operated with a cardboard temporary plate is **March 1, 2020**. DMV informed law enforcement of this termination date. It is imperative your organization only issue print-on-demand temporary plates to prevent your customers from being contacted by law enforcement.

Organizations that still have cardboard temporary plates should mail them to:

**Wisconsin Division of Motor Vehicles  
ATTN: LPPS  
4822 Madison Yards Way  
Madison, WI 53705**

For more information about temporary plates:

- [Temporary Plate information on the plate guide](#)
- [Temporary Plate display](#)
- [eMV PARTNER Temporary Plate Issuance instructions](#)

## Yellow Mailing Labels

While the new PARTNER system has new exciting

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### We're at .gov

Note: Only the website with .gov is the official state DMV website. Other DMV sites with .org and .com are not official and may have extra charges for forms or list information that is outdated or incorrect.

[Sign up to receive Plain Dealing!](#)



**Account activity alerts added to DMV's eNotify online service**

eNotify is the easiest way to get plate renewal and driver license/ID reminders through email or text.

features and changes, one thing that has not changed is the use of Yellow Mailing Labels.

Yellow Mailing Labels help to properly identify and image title processing work that is completed by your dealership. If completed work is not properly mailed in, your dealership will receive a missing work letter. If you are processing electronically, you must mail in your paperwork using yellow mailing labels.

Here is an example of a completed Yellow Mailing Label and what the title number means:

**07 111 D123 001 -1**

*Issue Year*      *Day of year on Julian Calendar*      *Terminal ID# for Dealers & Banks that process titles*      *Titles processed that day*      *Check digit, not part of title #*

MV2948 12/2005

ENDING TITLE NUMBER

0	7	1	1	1	D	1	2	3	0	0	1
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Y R (Julian Date)

DMV CORRESPONDENCE PROCESSING  
WISCONSIN DEPARTMENT OF TRANSPORTATION  
PO BOX 7911  
MADISON, WI 53707-7911

### Steps to properly use Yellow Mailing Labels when sending paperwork to DMV:

Note: All titles, and/or the Manufacturer Certificate of Origin (MCO), and MV11's need to be mailed to the DMV for imaging. Other supporting documents for transactions should be kept in the deal jacket.

1. Prepare the documents for mailing:
  - a. The MV11 for the first title transaction of the day should be placed on top of the title.
  - b. If additional title transactions are completed the same day, continue to build your mailing bundle by placing the second MV11 and title behind the first.
  - c. Transactions that have been completed and reset before 8:00 p.m. of the same day will require a reset slip. The system will automatically prompt you to print one when necessary. Place this slip in your completed work where the MV11 and title would have been placed.
2. Remove all staples and paper clips.
3. Remove any notes or uncompleted work from your bundle.
4. Mail the MV11s, titles/MCOs or reset forms (if applicable) using the Yellow Mailing Label the **next business day** after the transaction has been processed. Write the last title number from the day's title transactions processed on the mailing label (this is the new title number that you created when processing).
5. **Attach the Yellow Mailing Label to the outside of the envelope you are using to send in that day's work. Please do not put more than one day's processing work in one envelope.**

Subscribers to eNotify also receive alerts when certain transactions occur, such as when an application for a duplicate driver license or ID card is made, or when their address is changed in DMV's systems.

[wisconsin.dmv.gov/enotify](http://wisconsin.dmv.gov/enotify)

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Learn how to properly prepare your title processing work and use the Yellow Mailing Labels with this DMV YouTube tutorial "[Using Yellow Mailing Labels](#)"

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