

PLATE/DECAL TRANSFER

Purpose: Online dealers/participants, online vendors, CSC management and DMV Selects use this form to transfer plates/decals from one office to another.

Instructions: This form has been designed to be completed electronically. The "Transferring Location" and "Receiving Location" name should be selected from the drop down list if present, if not present the location names can be typed in manually. Refer to the applicable section on page 2 for detailed instructions.

TRANSFER DETAIL INFORMATION				
TRANSFERRING LOCATION				
DATE TRANSFERRED (mm/dd/yyyy)	TRANSFERRING LOCATION NAME / ONLINE DEALER / PARTICIPANT			LOCATION CODE
TRANSFERRING LOCATION STREET ADDRESS		CITY	STATE	ZIP CODE
TRANSFERRING LOCATION REPRESENTATIVE NAME (print)		TRANSFERRING LOCATION REPRESENTATIVE SIGNATURE		
PLATE / DECAL INFORMATION				
License Plate Transfers				
Plate Type	Quantity	Range		
		To _____		
		To _____		
		To _____		
		To _____		
		To _____		
Decal Transfers				
Decal Type	Decal Month	Decal Year	Quantity	Range
				To _____
				To _____
				To _____
				To _____
				To _____
				To _____
RECEIVING LOCATION				
DATE RECEIVED (mm/dd/yyyy)	RECEIVING LOCATION NAME / ONLINE DEALER / PARTICIPANT			LOCATION CODE
RECEIVING LOCATION STREET ADDRESS		CITY	STATE	ZIP CODE
RECEIVING LOCATION REPRESENTATIVE NAME (print)		RECEIVING LOCATION REPRESENTATIVE SIGNATURE		

INSTRUCTIONS FOR DMV CUSTOMER SERVICE CENTERS

Transferring office	Obtain district office approval for transfer and complete applicable sections of form. Make a photocopy of the form to retain in CSC file with district office transfer approval; and place original in box with plates/decals being transferred (CSCOM-301).
Receiving office	Verify shipment accuracy, sign and date the form. Enter plates/decals received into system inventory. If a discrepancy is found, notify district manager and request further instructions (CSCOM-301).

INSTRUCTIONS FOR DMV SELECTS

Transferring office	Complete applicable sections of form and sign. Make a photocopy of the form to retain in your office; and place original in box with plates/decals being transferred (CSCOM-301).
Receiving office	Verify inventory received is accurate, sign and date the form. Enter plates/decals received into system inventory and you keep a copy of the signed ASA 42. If a discrepancy is found, notify the DMV Select district manager and request further instructions (CSCOM-301).
Note	<p>If transferring between a DMV Select and a CSC, you must first obtain the approval of the CSC District Manager. A copy of the District Manager's approval must be kept in the receiving location with the ASA 42.</p> <p>If transferring between a DMV Select and another Select, you must first obtain approval from the DMV Select Team at Headquarters. You can email your approval request. A copy of the DMV Select Team's approval must be kept in the receiving DMV Select location with the ASA 42. **If this is a Plate transfer from DMV Select HUB, an approval from the DMV Select Team at Headquarters is not warranted.</p>

INSTRUCTIONS FOR ONLINE DEALERS/PARTICIPANTS AND ONLINE VENDORS

Transferring Online Dealer/Participant	Obtain Online Vendor approval for transferring inventory to another location and complete applicable sections of form; retain a copy in the online dealer/participants inventory file; and place original in box with plates/decals being transferred.
Receiving Online Dealer/ Participant or DMV location	Verify inventory received is accurate, sign and date the form. Enter plates/decals received into system inventory. If a discrepancy is found notify Dealer Services work center at dealerservices@dmv.virginia.gov .