

## **Deputy Registrar Office Checklist: Submitting Documents to DVS for Scanning/Retention**

Please review the following items *prior to* mailing in hard copy documents to DVS.

- Keep documents for each transaction together--with a barcoded cover page before each transaction.
  
- Do not staple or paperclip individual transactions.
  
- Place smaller title documents--including Lien cards--in batch with related paperwork.
  - Note: Lien cards do not need to be copied.
  
- Any documents smaller than Lien cards should be copied onto an 8 ½ x 11" sheet of paper. Do not submit smaller documents/receipts; submit the 8 ½ x 11" copy.
  
- Document types must be submitted in separate batches:
  - MV-related; REAL DL Apps; Standard DL Apps; EDLs; CDL Med Certs; Disability Apps; Refund Apps.; Other DL-related Documents.
  
- Separate document types with rubber bands, binder clips, or paperclips.
  
- Use the DVS Coversheet to provide all of this information on each batch:
  - Station Number, Transaction Date, Type of Document, and Scanned/Need to be Scanned
  
- Each batch should only have one check mark under 'Type of Document.'

For any questions on content to submit,  
refer to the '*Document Management*' article in MNDRIVE Help section.

Thank you for your cooperation!  
It will ensure DVS can efficiently process the relevant documents.