DVS Coversheet

Complete and attach one of these coversheets to **each type of document (MV, each DL type etc.), for each date**. Check the appropriate boxes—one date per batch.

DR/DL Agent Number: _____   **Transaction Date: _____**

Please Check the Appropriate Box			
	Need to be Scanned		**Scanned by Station**
Type of Document (check only one)			
	MV Documents		**Disability Documents**
	DL Standard ID Documents		**CDL Med Certs**
	DL REAL ID Documents		**Other DL-Related Documents**
	EDL Documents		

- Separate document types with rubber binders or paperclips.

- Do not combine documents types; they need to be submitted separately. Each batch should only have one check mark under Type of Document.

- Do not staple or paperclip individual transactions.

- Place smaller title documents--including Lien cards--in batch with related paperwork. No need to copy.

- <u>Copy documents smaller than Lien cards</u> onto an 8 ½ x 11" sheet of paper. Do not submit smaller original documents; submit the 8 ½ x 11" copy.

DR/DL Agent Number: _____   Transaction Date: _____

Please Check the Appropriate Box			
	Need to be Scanned		Scanned by Station
Type of Document (check only one)			
	MV Documents		Disability Documents
	DL Standard ID Documents		CDL Med Certs
	DL REAL ID Documents		Other DL-Related Documents
	EDL Documents		

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	Need to be Scanned		Scanned by Station
Type of Document (check only one)			
	MV Documents		Disability Documents
	DL Standard ID Documents		CDL Med Certs
	DL REAL ID Documents		Other DL-Related Documents
	EDL Documents		