

SCANNING DOCUMENTS FOR MNDRIVE

SCANNING OFFICE

What to Scan:

- ALL documents associated with the customer's transaction
- Documents that are/were barcoded in MNLARS

NON-SCANNING OFFICE

What to Scan:

- Nothing – Not Applicable

SCANNED DOCUMENTS TO BE SENT TO TSQ

SCANNING OFFICE

- Original Ownership Documents:
 - *MCOs
 - *All Original Titles
 - *Registration Cards (including
 - *OOS reg. cards)
- Original Lien Releases
- Original PS2000 Applications

***Bundle must be clearly noted that scanning is already done.**

NON-SCANNING OFFICE

- Mail ALL documents associated with the customer's transaction to TSQ. Photocopies must accompany smaller original documents on letter size sheets (8.5 by 11 inches).

***Bundle must be clearly noted that scanning is needed.**