

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **eMV Agent Mailing Completed Work**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment eMV Agent Mailing Completed Work TRANS 156, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsin.gov/Pages/dmv/dlr-agents/dlr-ttl-reg/mailinginstructions.aspx>

2. Mailing written comments to:  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.gov](https://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

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# Mailing instructions

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## Mailing completed work

The business day following processing, bundle your completed applications, including the receipts and ownership documents, and mail to DMV for imaging. Titles are required in order to process any transaction that results in the production of a title, **except** replacement title transactions and repossessions. Applications are required for any replacement title or repossession transactions.

Do not mail any paperwork for transactions that generate an "S" title number. Titles for these transactions must be held for 60 days, and then destroyed.

If you are doing a replacement title or repossession, print a copy of the inquiry record to be imaged and include the receipt signed by your customer.

If you are doing a release of lien with no title issued, nothing is imaged; no documents should be sent to DMV.

## Prepare the paperwork for mailing

- The eMV receipt for the first replacement title or repossession transaction of the day should be placed on top of the inquiry print and application.
- If additional replacement title or repossession transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt, inquiry print and application behind the first receipt, inquiry print and application.
- Transactions that have been completed and reset later that day require a reset slip. The system will automatically prompt you to print one, if necessary. When prompted, print a copy of the eMV reset slip. Place the eMV reset slip in your completed work where the eMV receipt, inquiry print and application would have been placed.

Remove all staples and paperclips when mailing in the paperwork.  
Never enclose notes or send uncompleted work with your completed work.

Mail the eMV receipts, inquiry print and application, or the [eMV11 reset form](#) (if appropriate) using the [yellow mailing label](#) the next business day after the transaction is completed. Write the last title number from that day's title transactions on the mailing label (the new eMV title number). Please do not put more than one day's processing in an envelope.

For assistance using the yellow mailing labels, contact:

### Dealer & Agent Section

P.O. Box 7909  
Madison, WI 53707-7909

**Email** [AgentPartnershipUnit@dot.wi.gov](mailto:AgentPartnershipUnit@dot.wi.gov)

**Phone** (608) 266-3566

**Fax** (608) 266-9552

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