



## TECHNICAL ADVISORY

### DIVISION OF MOTORIST SERVICES

<b>DATE: February 27, 2017</b>	<b>Technical Advisory RS/TL17-006</b>
<b>SUBJECT: Packaging Motor Vehicle Transactions Being Mailed to DHSMV</b>	

#### Overview:

In an effort to make information readily available to our customers, the Bureau of Records-Scanning Unit is continuing to develop efficient ways to image transactions into FRVIS. The purpose of this Technical Advisory is to request your assistance in achieving this goal.

When title documents are received, the batches are placed in a new box and the batch information and box number are entered into FRVIS. The documents are then prepared for scanning which consists of removing all staples, taping over holes and tears in the documents, and verifying the correct documents have been received. Preparing the documents for scanning is a very tedious and time consuming process due to the huge volume of documents received by the Department. We are requesting that you follow the guidelines below to assist us with making the process of preparing documents for scanning more efficient.

#### Details:

The reports should be processed daily and packaged as follows:

- The generated form 82041 and any scan cover sheets along with the documentation for each must be in transaction identification number order as they appear on the Transaction Detail Report.
- The Transaction Summary Report should be the first document in the daily work batch. If the office processes transactions which when banded together are more than four inches thick, the batch should be broken out into batches of no more than four inches each.
- Documentation required for title transactions can be found in the Motor Vehicle Procedures Manual.
- Items that should not be submitted with a title transaction include:
  - Copies of Florida driver licenses or identification cards
  - Proof of insurance
  - Copies of registrations
  - Copies of license plates
  - Personalized plate applications
  - Marriage certificates, death certificates
  - Any other miscellaneous documentation not related to the title transaction

- Staples are not required; if you have a small item that is required to be submitted with the title work, a paper clip is acceptable to keep the documents together. If you choose to staple the work, use only one staple in the upper left hand corner (which does not cover any of the writing on the form 82041).
- For those counties that produce large amounts of daily transactions, it is preferred that the batch work be packed in boxes that are 15x12x10 in size. However, if this box is not available you may substitute a box of similar size that is of sturdy cardboard construction, of such size that the documents can be packed tightly into the box as not to allow movement of the documents during shipping. For those of you that purchase boxes for shipping, the 15x12x10 boxes are available through PRIDE.
- For counties producing smaller amounts of daily transactions, depending on the size of the batch work, you may use an envelope or a box that is sized to prevent the movement of the documents during shipping.
- Regardless of the packaging (envelope or boxes) it is important that the batch work be packaged in such a way that there is no movement of the documents during shipping.
- Mail to units/sections of DHSMV other than the Title Imaging Unit should not be included in the boxes/envelopes containing the batch work to be imaged.

If you have any questions, please contact your next level of management or the Field Support Center.