

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Mailing Completed Work

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Mailing Completed Work s. 341, 342, 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://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV311>

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 wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Mailing completed work

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All titles and/or the Manufacturer Certificates of Origin (MCO) need to be mailed to DMV for imaging along with the eMV11 receipt. Supporting documents for the title transactions should be kept in the deal jacket.

Prepare the title document for mailing:

- The eMV11 receipt for the first title transaction of the day should be placed on top of the title.
- If additional title transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt and title behind the first receipt and title.
- 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 eMV11 reset slip. Place the eMV11 reset slip in your completed work where the eMV11 receipt and title would have been placed.

Remove all staples and paperclips when mailing in the titles or MCOs.

Never enclose notes or send uncompleted work with your completed work.

Mail the eMV11 receipts, titles or MCOs, or [eMV11 Reset form](#) (example) - (if needed) 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 eMV11 title number). Please do not put more than one day's processing in an envelope.

For assistance using the yellow mailing labels, contact DMV's Agent Partnership Unit (APU) at (608) 266-3566.

Subscribe to WisDOT's eMV11 mailing list.
Enter your name and email address in the boxes below and click subscribe.

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