

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Dec2019PlainDealing

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Dec2019PlainDealing, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 12 days by:

1. Department's website:

<https://trust.dot.state.wi.us/act369/?id=DMV994&uri=file:Dec2019PlainDealing&division=DMV&tags=DAS>

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 to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV

WISCONSIN DEPARTMENT OF TRANSPORTATION



PLAIN DEALING

A policy and administrative bulletin for licensed dealers
from the WisDOT DMV Dealer and Agent Section

wisconsin.dmv.gov

December 2019

SPECIAL EDITION

Special PARTNER Edition

Cardboard Temporary Plates: You had a good run!

WisDOT is thrilled to announce that all organizations have successfully transitioned to the new eMV PARTNER processing system and should be issuing print-on-demand temporary plates. DMV has stopped filling cardboard temporary plate orders and organizations should not be issuing them to any customers. DMV has informed law enforcement agencies the last day a vehicle can be legally operated with a cardboard temp plate is March 1st, 2020. Therefore, it is imperative your organization only issue print on demand temporary plates to prevent your customers from being contacted by law enforcement.

Organizations that still have cardboard temporary plates should mail them to the address below:

**Wisconsin Division of Motor Vehicles
ATTN: LPPS
4822 Madison Yards Way**

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We're at .gov

Note: Only the website with .gov is the official state DMV website. Other DMV sites with .org and .com are not official and may have extra charges for forms or list information that is outdated or incorrect.

[Sign up to receive Plain Dealing!](#)

Madison, WI 53705

For more information about temporary plates:

- [Temporary Plate information on the plate guide](#)
- [Temporary Plate display](#)
- [eMV PARTNER Temporary Plate Issuance instructions](#)

Yellow Mailing Labels

While the new PARTNER system has new exciting features and changes, one thing that has not changed is the use of Yellow Mailing Labels.

Yellow Mailing Labels are used to properly identify and image title processing work that is completed by your dealership. If completed work is not properly mailed in it will result in missing work letters. If you are processing electronically you must mail in your paperwork using yellow mailing labels.

Here is an example of a completed yellow mailing label and what the title number means:

07 111 D123 001 -1

Issue Year Day of year on Julian Calendar Terminal ID# for Dealers & Banks that process titles Titles processed that day Check digit, not part of title #

MV2948 12/2005

ENDING TITLE NUMBER

0	7	1	1	1	D	1	2	3	0	0	1
---	---	---	---	---	---	---	---	---	---	---	---

Y R (Julian Date)

DMV CORRESPONDENCE PROCESSING
WISCONSIN DEPARTMENT OF TRANSPORTATION
PO BOX 7911
MADISON, WI 53707-7911

Instructions for how to properly use Yellow Mailing Labels when sending paperwork to DMV:

Note: All titles, and/or the Manufacturer Certificate of Origin (MCO), and MV11's need to be mailed to the DMV for imaging. Other supporting documents for transactions should be kept in the deal jacket.

1. Prepare the documents for mailing:

Published by the Wisconsin Department of Transportation, Division of Motor Vehicles, Bureau of Vehicle Services, Dealer and Agent Section.

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Dealer & Agent Section
dealers.dmv@dot.wi.gov
Phone: (608) 266-1425

- a. The MV11 for the first title transaction of the day should be placed on top of the title.
 - b. If additional title transactions are completed the same day, continue to build your mailing bundle by placing the second MV11 and title behind the first.
 - c. Transactions that have been completed and reset before 8:00 p.m. of the same day will require a reset slip. The system will automatically prompt you to print one when necessary. Place this slip in your completed work where the MV11 and title would have been placed.
2. Remove all staples and paper clips.
 3. Remove any notes or uncompleted work from your bundle.
 4. Mail the MV11s, titles/MCOs or reset forms (if applicable) using the yellow mailing label the **next business day** after the transaction has been processed. Write the last title number from the day's title transactions processed on the mailing label (this is the new title number that you created when processing).
 5. **Attach the mailing label to the outside of the envelope you are using to send in that day's work. Please do not put more than one day's processing work in one envelope.**

For further assistance on using yellow mailing labels, [please watch our instructional video](#).



Wisconsin Department of Transportation | (608) 266-1425
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