



Date
Received:

Licensed Private Service Bureaus (PSB) **must** complete and submit this form with each batch of work that is submitted to DMV for processing. DMV must reject and return batches of work that do not include this form.

PART 1: PRIVATE SERVICE BUREAU INFORMATION

Provide the following information about the PSB:

PSB License Number	PSB Name
Owner Name	
PSB Street Address	
City/Town	State Zip Code
Phone Number ()	Email Address

PART 2: EMPLOYEE INFORMATION

Provide the following information about the individual who is dropping off the PSB paperwork to DMV:

Employee Name	Employee Driver License/Non-Driver ID Number
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PART 3: CUSTOMER/SERVICES INFORMATION

Provide the following information about the customer and services rendered:

Date	Customer Name	Services Rendered	Vehicle Info (Plate or VIN)

DMV OFFICE ONLY

IMPORTANT

Please attach a copy of the employee’s valid photo document to this form and retain a copy for office records.