



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Richard D. Holcomb
Commissioner

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TO: PRINT ON DEMAND PARTICIPANTS AND VENDORS

FROM: JENNA W. WESTBROOK
MANAGER, DEALER SERVICES

SUBJECT: PRINT ON DEMAND (POD) REMINDERS

DATE: AUGUST 17, 2015

The following reminders provide important information impacting dealer transactions.

- Effective July 1, 2013 PoD tags on bond paper and plastic sleeves are **no longer authorized for use. All PoD temporary tags must be printed on the weather resistant paper supplied by the Department of Motor Vehicles, Dealer Services work center.**
- The PoD tags are not authorized to be emailed to customers.
- All vehicles must be titled within 30 days of purchase to ensure that titling tax is paid to the Virginia Department of Motor Vehicles as required by law.

It is important to note that continued use of the plastic sleeves and bond paper may result in the loss of your privileges to participate in the PoD program. Also, law enforcement may ticket vehicle owners displaying the bond paper and plastic sleeves for illegal use of license plates.

Orders for the PoD paper will be accepted through the Dealer Services Work Center. To place an order, send an email to podtemptag@dmv.virginia.gov with the following information: dealer name, dealer number, shipping address, order quantity, tag size(s) (standard/small), and printer make/model number. Approved order requests will be shipped within five business days. Standard tags will be issued in packs of 100 and small tags (motorcycle/trailer) in packs of 25.

For more information contact Print on Demand Help Desk at (804) 367-1474 or email podtemptag@dmv.virginia.gov