

**GOVERNMENT OF THE VIRGIN ISLANDS
OF THE UNITED STATES
BUREAU OF MOTOR VEHICLES**



DOCUMENT TRANSMITTAL MEMO

BUSINESS NAME: _____

BUSINESS PHONE #: _____

PLATE #	VIN	CUSTOMER NAME	TRANSACTION

Submitted By

Received By

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Plate #: plate number of the vehicle to be processed
 VIN: vehicle identification number of the vehicle to be processed
 Customer Name: name of the customer whose vehicle is to be processed
 Transaction: renewal, duplicate, information update, transfer (provide the name of the customer the vehicle is to be transferred to), etc.