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Emergency Wait for Licensed Delaware Dealerships (NEW)

- One piece per Wednesday per dealership
- Dover Dealer Section only
- 11:00 am – 5:00 pm
 - Emergency piece can be a transfer over 90 days and not submitted to DMV
 - Duplicate title, corrected title, title into dealership name, retain and transfer to dealership.

MV558 (Overnight) Folders

- Folders can be submitted Monday, Tuesday, Thursday & Friday from 8:00 am to 9:00 am; and Wednesday from 11:00 am to 12:00 pm
- Folder or Federal Express Envelope MUST indicate “MV558” on the outside; if not folder will be entered as a drop
- Piece must have been already submitted to the DMV and the MV558 must be attached
- 2 customers per folder; include worksheet
- One folder per dealership per day

5 Day Folder

- Folder that can be submitted, with up to 5 customers that will be processed in 5 days.
- Folder or Federal Express Envelope MUST indicate “5-Day” on the outside
- Folders without “5-Day” on them will be submitted as drop
- Folders that contain initial title work; the entire folder will be submitted as drop
- Folder must include a worksheet & payment
- Folder can only contain titles that need to have the plate placed in retention/pending and transferred to the dealership's name for the resale of the traded vehicle
- Folder can contain “emergency” type of transactions such as duplicate titles, u-titles with a bill of sale from the dealership or a corrected title.
- Folder can contain a title transfer that is over 60 days old and had a lien release with in the last 15 days
- Multiple folders of 5 pieces can be submitted

Drop Folders

- Folders are limited to 5 customers per folder; no limit on folders dropped at a time
- Folder must include worksheet & payment
- Folders are accepted Monday through Friday during normal business hours
- Notes for processing must be written on the MV212 or title such as: issue new plate or order duplicate plate
- Do not put notes on flyers or on post it notes in folders; Associates follow instructions on the MV212 and on the back of the Delaware title

Contact Dealer Services at DOT_MTRVDealerServicesHelpDesk@Delaware.gov

Federal Express Mailing Address

Wilmington DMV
Attention Dealer Services
2230 Hessler Blvd.
New Castle, DE 19720

Delaware City DMV
Attention Dealer Services
2101 Mid County Dr.
New Castle, DE 19720

Dover DMV
Attention Dealer Services
303 Transportation Circle
Dover, DE 19901

**Reminder: The Division only has pick up by Federal Express. Please make sure that you include a Federal Express envelope and air bill charging the dealership or third-party for return overnights.*