





Reprinting a VSD-190 (License & Title Application)

IMPORTANT NOTES

Reprinting a VSD-190 for correction purposes should be done after all corrections have been made and the transaction has been completed with said corrections at a Title Clerk Station. This is recommended to negate any redundancy in printing

What if the customer signed a now void or incorrect VSD-190? – Simply attach the new VSD-190 to the old, with the new copy on top. On the signed copy, completely line through the barcode on the old and/or voided VSD-190 when you send your paperwork with your bundle

1. First, select the  **Menu** from the left.
 2. Then select the  **Registration Icon**.
 3. **Highlight the transaction** you would like to reprint the form for.
 4. Make sure the  **VSD190 Icon** is selected from the top menu.
 5. Select the  **Display Icon**.
We Select Display for two reasons.
 - a. To load the image into computer/printer memory.
 - b. To print preview the document before actually printing.
 6. **You may be prompted to print the Full Form, or the Fee Note.**
 - a. If you are not prompted skip to the next numbered step.
 - b. If you are prompted select either one
 - i. The **Full Form** will reprint the full VSD-190 (recommended)
 - ii. The **Fee Note** will require you to manually feed in the existing uncompleted VSD-190.
- Then **click OK**.
7. A print preview window will appear. **To print what is in this window, select the  Icon.**