



## DSC Window Services

### Location and Hours:

**HQ and SE Portland DSC:** M, Tu, Th, and Friday 8A.M.-3P.M. Closed Wednesdays. VIN inspections are not offered at these locations at this time.

**Beaverton and Medford DSC:** M, Tu, Th, and Friday 9A.M-3P.M. Closed Wednesdays. Closed 12P.M.-1P.M. each day for lunch. VIN inspections are offered at these locations.

*\*Hours and days may change occasionally due to staff meetings and trainings. Advance notice will be given as much as possible via our email delivery service and signage being posted in DSC lobby.*

### Transaction Restrictions:

Title transactions that meet eligibility as described in the following table can be submitted for processing. Up to three (3) Missing Requirement Letter responses or registration applications or expedited titles, or VIN inspections (Beaverton and Medford DSC only) or a combination of the three that meet eligibility can be submitted for processing. This limit is per day per dealer for walk-ins<sup>1</sup>. All transactions presented will count towards daily limit, including transactions rejected due to missing requirements.

Transaction Eligible	Description	Service Fee
Expedited Titling and Title transfer with or without Registration <sup>2</sup> (Dealer Expedite)	This service is for initial submission of a title transaction. If the title transaction has already been submitted, it would not be eligible for expedited service.	\$100 – in addition to transaction fees
Missing Requirement Letter (MRL) Response	A transaction has been submitted to DMV and is missing requirements. The dealer is submitting the missing requirements for the transaction to be completed.	Normal cost of transaction
Registration only (title already completed)	The title portion of the transaction has been completed and registration is needed. This would include issuing replacement registration, new registration, and plate transfers.	Normal cost of transaction
VIN Inspection (Beaverton and Medford locations only)	This service is for vehicles requiring a VIN inspection that dealers are not able to perform themselves (e.g. totaled vehicles, imported vehicles, etc.)	Normal cost of transaction

<sup>1</sup> There is no limit when submitting by mail or when placed in a dealer box.

<sup>2</sup> DMV may process registration concurrent with expedited title if time allows.