



# DMV Select Site Visit Check Sheet

**Purpose:** The purpose of this form is to guide the Department of Motor Vehicle (DMV) Assisted Service Department when conducting a site visit to a proposed DMV Select location. This form will be used in evaluating a potential DMV Select site.

**Instructions:** All questions on the check sheet should be answered and a ranking score assigned to each question. At the conclusion of the site visit, the information on this form will be used to recommend or deny a DMV Select applicant and/or facility.

Proposed DMV Select Location							Date:	
Address			City		State	Zip Code		
Site Visit Conducted By:			Title		Administration			
Question	Comments	Ranking					Score	
		Poor 1	Fair 2	Average 3	Good 4	Excellent 5		
<b>Location/Office Environment</b>								
1. Is this facility located at the address indicated on the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
2. Is this facility located in a private business?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
3. Is visible signage displayed for the current business?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
4. Is there a storage facility? What is the size or capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
5. Is there a secured environment to safeguard agency assets; e.g., safe or vault?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>American Disabilities Act (ADA) Compliance</b>								
6. Is there a ramp for disabled customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
7. Are counters accessible for disabled customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
8. Are restrooms American Disability Act (ADA) compliant?	<input type="checkbox"/> Yes <input type="checkbox"/> No							

Question	Comments	Ranking					Score
		Poor 1	Fair 2	Average 3	Good 4	Excellent 5	
<b>Facility Features</b>							
9. Is there a working pay telephone?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
10. Is there a working telephone?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
11. Is there a working fax machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
12. Is information on computer screen(s) out of public view?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
13. Can the electrical system support the proposed equipment to be installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
14. Can computer equipment be installed in the existing wall or ceiling?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
15. Does this location currently have communication hardware?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
16. Is parking available? How many parking spaces are available?  Are disabled parking spaces available? How many disabled parking spaces are available?	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No						
17. Is the lobby space sufficient? Is seating available for customers? How many seats are available?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No						
18. Is the office space sufficient?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
19. Is counter space appropriate for serving customers?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
20. Are public restrooms available?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
21. Is the facility located in a well-maintained community environment accessible to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No						

Question		Comments	Ranking					Score
			Poor 1	Fair 2	Average 3	Good 4	Excellent 5	
22. Is the facility clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
23. Does this facility need paint or repairs? What are recommendations for painting or repairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
24. Does the current business operate in a business-like manner? If no, explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No							

25. What is the nearest banking facility to this location?

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26. What is the mileage to the nearest DMV customer service center?

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27. What is the mileage to the nearest DMV Select?

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28. How many computer terminals are required?

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29. How many printers are required?

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30. How many credit card machines are required for this location?

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31. What are the current hours of operation?

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32. Does this location site meet the criteria for a DMV Select location?

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