



DEPARTMENT OF MOTOR VEHICLES Agency of Transportation

120 State Street Montpelier, Vermont 05603-0001 802.828.2000 dmv.vermont.gov

☐ Permanent Employee		☐ Temporary Employee		☐ Retired Employee						
Employee Name: Last		First		Middle						
Employee Title if retired employee add "(Ret.)" if retired LEO add "(Ret, LEOSA)"										
Work Addres	ss: if retired use home address	City:		State: Vermont						
Phone Numb	er:	Email:		Vermont						
	Date of Birth:	Employee Number:	Employee Number: Veri							
Signature of Employee:	I certify that the statements	s herein are true. This declaration made under penal	ties of 23 VSA § 202.	Date:						
	AGENCY NAME									
TION	DEPARTMENT NAME									
EMPLOYER INFORMATION	SIGNATURE OF AUT		TITLE OF AUTHORIZING AGENT							
	If paying by check, make payable to the Department of Motor Vehicles									
PAYMENT INFORMATION	→ If payment is being made via <u>VISION</u> , provide the following information. <b>Note:</b> A VISION Transfer Transaction screen print <b>must</b> accompany this application.									
Y M	NAME		VENDOR NUMBER							
P A O F A	AOT-DMV-001	E (Enter employee's name)	133778 PAYMENT							
	HAAOICE	- (што етроуве з нате)		WIRE						

## FOR DMV USE ONLY \* DO NOT WRITE BELOW

Void Date		If Retired Void Date = INDF		LEOSA retired ID, see reverse		
Department ID:	8100002100		DMV Foo Code (25)			
Business Unit: 08100				DMV Fee Code (25)		
Account Code:	516550			Та	401	<b>¢</b> 6 00
Fund/PGM:	20105/59300			Total	\$6.00	

#### INSTRUCTIONS

### Employee Info:

- Work Status Indicate if the employee is permanent, temporary, or retired.
- Employee Name Enter the Employee Name
- Employee Title Enter the Employee Title, not to exceed 35 characters, **including** spaces. No special characters or symbols. NOTE: **If retired, include (Ret.) or (RET, LEOSA)**, for example – Supreme Allied Commander (Ret.) or,

Chief of All Police Everywhere (Ret, LEOSA)

- Employee Work Address Enter the <u>WORK</u> Street and City address of the employee, not to exceed 36 characters, including spaces. If retired, use your home address.
- Phone/Email Enter employee contact information
- Employee Date of Birth Enter the employee's date of birth
- Employee ID Number Enter the 5-digit employee ID number, not the employee's position number.
- Employee VT License # Enter your Vermont Driver's License or Non-Driver ID number
- Employee Signature Must be signed by the employee

### Agency/Dept Info:

- Agency Name Enter the Agency Name. Example: Agency of Transportation
- Department Name Enter the Department Name. Example: Motor Vehicles
- Signature of Authorizing Agent An authorized representative of your Agency must sign the application. You must have this signature even if you pay for the ID card.
- Title of Authorizing Agent Enter the Authorizing Agent's title. Example: Chief of Internal Operations

#### Fee/Payment Info:

- If the employee's Agency/Department pays for the ID card, enter the appropriate information dependent upon the accounting system used for payment.
  - ➤ If payment will be made via a **VISION Voucher**, the following information should be used for submitting payment:
    - ⇒ Name: **AOT-DMV-001**
    - ⇒ Vendor (VISION) Number: 133778
    - ⇒ Invoice: (Enter the name of the person on the application)
    - ⇒ Payment: Wire
  - You must also submit a VISION voucher screen print with this application.
- ID cards can be obtained at any DMV location. No appointments are necessary.
- You will need to provide proof of identification such as a license, birth certificate, prior ID card, etc.

#### Office Locations & Hours

Bennington, Dummerston, Middlebury, Montpelier, Newport, Rutland, South Burlington, St Albans, St Johnsbury, Springfield, and White River Junction. Hours vary by location. Call or visit us online for details.

#### Law Enforcement Officers Safety Act (LEOSA)

If applying for a retired ID under the LEOSA, you must provide a letter from the agency you retired from indicating that you meet the LEOSA criteria and retired in good standing.

# Instructions for DMV Employee Processing Application

- No special characters or symbols. Example: do not use the "&" symbol.
- Current Employee
  - Enter the void date of the Identification Card. Void date calculated as for License (four birthdays).
  - To create a card use the command NBS.EMP/"employee number"
- Retired Employee
  - Void date will be "indefinite"
  - To create a retired card, use the command NBS.RET/"employee number"
  - To create an indefinite void date, leave the field blank on the NBS screen
- Retired Law Enforcement
  - See above under LEOSA