

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 **WORK** 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