



MESSENGER AND/OR AGENT SERVICE EMPLOYEE REPORT FOR PENNDOT

For Department Use Only
Bureau of Support Services • Contract Administration Unit
1101 South Front Street • Harrisburg PA 17104

This form is only to be used for the addition or removal of employees. For a change in owner, operators or members, use form MV-73O, Agent Services Agreement Change of Ownership.

NOTE: Completed applications may be emailed to Ra-pdagentcontracts@pa.gov.

Add Employee – (Attach Criminal History Report from Pennsylvania State Police, a photocopy, front and back, of DL/ID, copy of Agent Training Certificate, a copy of notary commission and notary stamp if the employee is a notary, to this form.)

Complete Sections A, B & C

Note: Employees who have resided in a jurisdiction other than Pennsylvania within the last 5 years must provide a criminal background check for all jurisdictions, including their current jurisdiction

Change of Existing Employee Name Due to: Marriage Divorce

Complete Sections A, B & C

Delete Employee – Complete Sections A, B & C

A MESSENGER/AGENT SERVICE INFORMATION			
Messenger and/or Agent Service Name (Printed on the PennDOT Messenger or Agent Services Contract)			
Street Address			
City		State	Zip Code
Telephone Number		Contact Person's Name	
Messenger Number		Agent Number (DIN #)	
Messenger Contract Number		Agent Services Contract Number	
B EMPLOYEE INFORMATION			
Employee Name		PA DL/Photo ID#	
EmployeeEmail Address	Employee Phone Number	Notary: <input type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYEE JOB DESCRIPTION INFORMATION:			
<input type="checkbox"/> Check here, if job description is attached on a separate page. <input type="checkbox"/> Check here if job description is explained below.			
Job Description: _____			

C CERTIFICATION			
<input type="checkbox"/> I/We certify under penalty of law that above information is complete, TRUE and CORRECT.			
_____		_____	
Signature of Owner or Authorized Signer		Date	
_____		_____	
Signature of Co-Owner/Title of Authorized Signer		Date	
This report must be filed with PennDOT immediately upon any change in employee information.			