

Department of Motor Vehicles Agency of Transportation Vermont Department of Motor Vehicles 120 State Street Montpelier, Vermont 05603-0001 dmv.vermont.gov

For use by Vermont Dealers Only

Name:				Date:	
Street:				Phone #:	
City:		State) :	Zip Code:	
Dealer Number:	Email Address:				
Form #	of Item		Quantity		
	-				

NOTE: Form number, description, and quantity MUST be supplied to ensure the order will be filled.

Stockroom

P: 802.828.2090 F: 802.828.3723

E: DMV.Stockroom@Vermont.gov

Dealer & Inspections Unit

P: 802.828.2038 F: 802.828.2092

E: <u>DMV-DealersInspections@vermont.gov</u>

Instructions for Completing the Form

You may submit your completed form by email: DMV.Stockroom@vermont.gov or fax: 802.828.3723

It is imperative that you utilize current forms. Old forms may be obsolete or contain incorrect information and will possibly cause delays in issuing a registration to your customer. If you find that any of your current supply is outdated, please request new stock, and **destroy outdated** forms. Most DMV forms are ordered annually, and include a date of the last revision.

Complete the VG-019 – Dealer Supply Order Form as follows:

- 1. Requestor/Dealer Name
- 2. Date (Date form completed by requestor/dealer)
- 3. Requestor/Dealer Address (Street, City, State, Zip)
- 4. Requestor/Dealer Phone Number
- 5. Dealer Number
- 6. Requestor/Dealer Email Address
- 7. Form Number:
 - The DMV form number is indicated in the bottom left-hand corner on the front of most forms. For example on this form, "<u>VG-019</u> 08/2022 MTC" (the first 6-7 characters are the form number, followed by the date it was last revised).
- 8. Description of Item/Name of the form (usually indicated at the top of the form, i.e. "Dealer Supply Order Form").
 - For Dealers participating in the metal plate program, when ordering plates, indicate "Metal plates" and the type of plates you wish to receive, i.e., Auto or Truck.
- 9. Quantity, indicate the total number of each item you wish to receive. This number is per item not per lot, except for metal plates, which are ordered by sets.
 - For Dealers participating in the metal plate program, when ordering plates, indicate the number of each type of plate you wish to receive.
 - Metal plates must be ordered in multiples of 25 sets.