



## INSTRUCTIONS FOR COMPLETING FORM

You may submit your completed form by email: [DMV.Stockroom@vermont.gov](mailto:DMV.Stockroom@vermont.gov)

It is imperative that you provide current forms to your customers. Old forms may be obsolete or contain incorrect information and will very likely cause delays in issuing a registration to the customer. If you find that most of your current stock is obsolete, please request new stock and **destroy old stock** when new stock is received. Most DMV forms are ordered on an annual basis. To determine whether the form you have is obsolete, use the following rule of thumb:

Current Year = 2017      Obsolete forms = All forms 2015 and older.

**Please Note: Anyone picking up metal plates or form #VT-005a, Registered Owner's Assignment Dealer's Reassignment of Title to a Motor Vehicle, Vessel, Snowmobile or ATV will be required to show current photo ID.**

Requestor/Dealer will complete the VG-017b - 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 on the bottom left hand corner on front of most forms (ex. VG-017b 5M 05/2017 MTC). This is the form's "history line", the first 6-7 alphanumeric characters (VG-017b) are the form number.
8. Description of Item/Name of form (usually indicated at the top of the form, i.e. "Supply Order Form").
  - For Dealers participating in 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 metal plates, which are ordered by sets.
  - For Dealers participating in 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.
10. For all orders, check one of the following:
  - Will pick up. Date: \_\_\_\_\_ (Metal plate orders require a 4-day lead time. Lead-time applies only to dealers participating in the metal plate program who are ordering metal plates.) Bring a copy of the form previously faxed to the stockroom when you come to pick up your order.
  - Please mail (does not apply to metal plates issued to Dealers; plates must be picked up).