



# Instructions for Completing the Form

You may submit your completed form by email: [DMV.Stockroom@vermont.gov](mailto: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 If you find that any of your current supply is outdated, please request new stock, and **destroy outdated** forms.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, "**VG-019** 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.