

Department of Motor Vehicles
 Agency of Transportation

Vermont Department of Motor Vehicles
 120 State Street
 Montpelier, Vermont 05603-0001
802.828.2000
dmv.vermont.gov

For use by Vermont Dealers Only

Name:		Date:	
Street:		Phone #:	
City:	State:	Zip Code:	
Dealer Number:	Email Address:		

Form #	Description of Item	Quantity

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

DMV STOCKROOM
 P: 802.828.2090
 F: 802.828.3723
 E: DMV.Stockroom@Vermont.gov

DMV DEALER DIVISION
 P: 802.828.2038
 F: 802.828.2092
 E: DMV-DealersInspections@vermont.gov

INSTRUCTIONS FOR COMPLETING FORM

You may submit your completed form by email: 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 If you find that most of your current stock is obsolete, please request new stock and **destroy old stock** when new stock is received.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 To determine whether the form you have is obsolete, use the following rule of thumb: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 = 2021 Obsolete forms = All forms 2018 and older.

Requestor/Dealer will 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 on the bottom left hand corner on front of most forms. For example “**VG-019** 03/2021 MTC” (the first 6-7 characters are the form number, followed by the date it was last revised).
8. Description of Item/Name of form (usually indicated at the top of the form, i.e. "Dealer 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.