

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 Dealers Only

Name:			Date:	
Street:			Phone #:	
City:		State:	Zip Code:	
Dealer Number:	Email Address:			
		D		0
Form #		Description of	item	Quantity
NOTE: Form number, descript	tion and quantity	MUST be supplied in ord	ler to ensure order wil	l be filled.
DMV STOCKROOM		DMV DEALER DI	VISION	
P: 802.828.2090 F: 802.828.3723		P: 802.828.2038 F: 802.828.2092		
E: DMV.Stockroom@Vermont.gov		E: <u>DMV-DealersIn</u>	spections@vermont.gov	
FOR ALL ORDERS, PLEASE O	CHECK ONE OF	THE FOLLOWING:		
☐ Will pick up on (date):				
Please mail				

Metal Plates MUST be picked up, allow 4 business days lead time

VG-019 07/2019 MTC

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 If you find that most of your current stock is obsolete, please request new stock and **destroy old stock** when new stock is received.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 To determine whether the form you have is obsolete, use the following rule of thumb: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 = 2019 Obsolete forms = All forms 2016 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-019 - 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-019 5M 07/2019 MTC). This is the form's "history line", the first 6-7 alphanumeric characters (VG-019) 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).