

<input type="checkbox"/> Permanent Employee		<input type="checkbox"/> Temporary Employee		<input type="checkbox"/> Retired Employee	
Employee Name:		Last	First	Middle	
Employee Title <i>if retired employee add "(Ret.)" if retired LEO add "(Ret, LEOSA)"</i>					
Work Address: <i>if retired use home address</i>			City:	State: Vermont	
Phone Number:			Email:		
Date of Birth:		Employee Number:		Vermont Driver License/Permit No:	
Signature of Employee:	I certify that the statements herein are true. This declaration made under penalties of 23 VSA § 202.				Date:

EMPLOYER INFORMATION	AGENCY NAME	
	<input style="width: 100%;" type="text"/>	
	DEPARTMENT NAME	
	<input style="width: 100%;" type="text"/>	
	SIGNATURE OF AUTHORIZING AGENT	TITLE OF AUTHORIZING AGENT
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

PAYMENT INFORMATION	If paying by check, make payable to the Department of Motor Vehicles	
	→ If payment is being made via VISION , provide the following information. Note: A VISION Transfer Transaction screen print must accompany this application.	
	NAME	VENDOR NUMBER
	<input style="width: 100%;" type="text" value="AOT-DMV-001"/>	<input style="width: 100%;" type="text" value="133778"/>
	INVOICE <i>(Enter employee's name)</i>	PAYMENT
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="WIRE"/>

FOR DMV USE ONLY * DO NOT WRITE BELOW

Void Date		If Retired Void Date = INDF	LEOSA retired ID, see reverse		
Department ID:	8100002100		DMV Fee Code (25)		
Business Unit:	08100		Total	\$6.00	
Account Code:	516550				
Fund/PGM:	20105/59300				

INSTRUCTIONS

Employee Info:

- Work Status – Indicate if employee is permanent, temporary or retired
- Employee Name - Enter the Employee Name
- Employee Title - Enter the Employee Title, not to exceed 35 characters **including** spaces. No special characters or symbols.
NOTE: If retired include (Ret.) or (RET, LEOSA), for example – Supreme Allied Commander (Ret.) or, Chief of All Police Everywhere (Ret, LEOSA)
- Employee Work Address - Enter the **WORK** Street and City address of the employee, not to exceed 36 characters **including** spaces. If retired use home address.
- Phone/Email – Enter employee contact information
- Employee Date of Birth - Enter the employee date of birth
- Employee ID Number - Enter the 5 digit employee **ID** number, **not** the employee's position number.
- Employee VT License # - Enter your Vermont driver license/permit number
- Employee Signature - Must be signed by the employee

Agency/Dept Info:

- Agency Name - Enter the Agency Name. Example: 'Agency of Transportation'
- Department Name - Enter the Department Name. Example: 'Motor Vehicles'
- Signature of Authorizing Agent - Application must be signed by an authorized representative of your Agency. You must have this signature even if you are paying for the ID card yourself.
- Title of Authorizing Agent – Enter the Authorizing Agent's title. Example: 'Chief of Internal Operations'

Fee/Payment Info:

- **If** the ID card will be paid by the employee's Agency/Department, you must enter the appropriate information dependent upon the accounting system used for payment.
 - If payment will be made via a **VISION Voucher** the following information should be used for submitting payment:
 - ⇒ Name: **AOT-DMV-001**
 - ⇒ Vendor (VISION) Number: **133778**
 - ⇒ Invoice: (Enter the name of the person on the application)
 - ⇒ Payment: **Wire**
 - ▶ **You must also submit a VISION voucher screen print with this application.**
- ID cards can be obtained at any DMV location. No appointments are necessary.
- You will need to provide proof of identification such as a license, birth certificate, prior ID card, etc.

Office Locations & Hours

Bennington, Dummerston, Middlebury, Montpelier, Newport, Rutland, South Burlington, St Albans, St Johnsbury, Springfield, and White River Junction. Hours vary by location. Call or visit us online for details.

Law Enforcement Officers Safety Act (LEOSA)

If applying for a retired ID under the LEOSA you must provide a letter from the agency you retired from indicating that you meet the LEOSA criteria and retired in good standing.

Instructions for DMV Employee Processing Application

- No special characters or symbols. Example: do not use "&" symbol.
- Current Employee
 - Enter void date of the Identification Card. Void date calculated as for License (four birthdays).
 - To create card us the command – NBS.EMP/"employee number"
- Retired Employee
 - Void date will be "indefinite".
 - To create a retired card us the command – NBS.RET/"employee number"
 - To create an indefinite void date leave the field blank on the NBS screen
- Retired Law Enforcement
 - See above under LEOSA