



# Instructions for Completing the Form

Complete the 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 of most forms. For example, on this form, "**VG-019** 08/2024 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, 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 ordered by sets.
  - For Dealers participating in the metal plate program, indicate the number of each type of plate you wish to receive when ordering plates.
  - Metal plates must be ordered in multiples of 25 sets.

You may submit your order through the dealer portal at [myDMV.vermont.gov](https://myDMV.vermont.gov), or your completed form can be emailed to [DMV.DealersInspections@vermont.gov](mailto:DMV.DealersInspections@vermont.gov) or faxed to 802.828.2092. Your most recent plate logs must accompany all requests for plates.