

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

## For use by Vermont Dealers Only

Name:			Date:		
Street:			Phone	#:	
City:		State:	Zip Co	de:	
Dealer Number:	Email Address:		· · ·		
Form #		Description of	Item		Quantity
		·			

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

Stockroom

P: 802.828.2090

F: 802.828.3723

E: DMV.Stockroom@Vermont.gov

Dealer & Inspections Unit P: 802.828.2038 F: 802.828.2092 E: <u>DMV-DealersInspections@vermont.gov</u>

## 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, "<u>VG-019</u> 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, or your completed form can be emailed to <u>DMV.DealersInspections@vermont.gov</u> or faxed to 802.828.2092. Your most recent plate logs must accompany all requests for plates.