

INSTRUCTIONS

Employee Info:

- Work Status – Indicate if the 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 your home address.
- Phone/Email – Enter employee contact information
- Employee Date of Birth - Enter the employee's 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's License or Non-Driver ID 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 – An authorized representative of your Agency must sign the application. You must have this signature even if you pay for the ID card.
- Title of Authorizing Agent – Enter the Authorizing Agent's title. Example: Chief of Internal Operations

Fee/Payment Info:

- If the employee's Agency/Department pays for the ID card, 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.

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.