

Instructions for Completing the Form

You may submit your completed form by email: DMV.Stockroom@vermont.gov or fax: 802.828.3723

All DMV forms have a form number that includes a date last revised; for example, this form was last modified in August 2023. Please ensure you are using current forms.

VG-019 08/2023 MTC

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 on the front of most forms. For example, on this form, “**VG-019** 08/2023 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 of the form, 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.