VERMONT

FLEET MANAGEMENT SERVICES
STATE LICENSE PLATE DESIGNATION EXEMPT FORM

BGS BUILDINGS & GENERAL SERVICES WORKING TOGETHER TO SERVE VERMONT

NOTE: All state-owned vehicles will have a "STATE" license plate. To be exempt from this policy please complete this form and return it to FMS. The requesting agency head must sign below before the request will be processed. All requests for standard vanity or undercover license plates also requires approval from the Secretary of Administration or their designee.

VEHICLE INFORMATION

Current License Plate Number:	Make:	Model:	Year:

AGENCY/DEPARTMENT INFORMATION

Requesting Agency/Department:			Date:
Driver Name:	Title:	Email:	
Main Contact:	Phone Number:	Email:	

PARKING INFORMATION

Parking location Saturday / Sunday or between 7pm and 5am. Please include the complete address.

Street:	Town:	State:	Zip Code:

VEHICLE USE INFORMATION

Is this a take home vehicle: Yes ☐ No ☐

Is this vehicle used off-hours? (Saturday/Sunday or between 7pm and 5am): Yes ☐ No ☐

REQUEST JUSTIFICATION

Describe the nature of investigative/surveillance/enforcement activities and the impact of a confidential tag on the integrity of that investigation. Also, describe any employee and/or vehicle property security concerns. Use back of form if needed.

FMS POLICIES

By signing this request, the undersigned agrees to have the employee abide by all of the policy set forth by FMS and AOA Bulletin 2.3. For a complete list visit our website: http://bgs.vermont.gov/business_services/fleet/operation

SIGNATURE AND APPROVAL

Request Approved by Agency / Department Head

Signature:	Date:

Secretary of Administration or Designee Approval

Name:	Title:	Department:

RETURN COMPLETED FORM WITH A COVER LETTER FROM THE DEPARTMENT HEAD TO PENNY TOUCHETTE: fleet.services@vermont.gov OR THE ADDRESS LISTED BELOW

FMS Office: 7 Green Mountain Drive, Suite 2 Montpelier VT 05620-4502 • P: 802-828-3821 • F: 802-828-3886