



**Messenger  
and/or  
Agent Service  
Employee Report  
for PennDOT**

For Department Use Only

- Add Employee – (Attach Criminal History Report from Pennsylvania State Police to this form.)  
Complete Sections A, B & C
- Change of Existing Employee Name Due to:     Marriage     Divorce  
Complete Sections A, B & C
- Delete Employee – Complete Sections A, B & C

**A MESSENGER/AGENT SERVICE INFORMATION**

|   |                                |       |          |
|---|--------------------------------|-------|----------|
| Messenger and/or Agent Service Name (Printed on the PennDOT Messenger or Agent Services Contract) |                                |       |          |
| Street Address  | City                           | State | Zip Code |
| Telephone Number  | Contact Person's Name          |       |          |
| Messenger Number  | Agent Number (DIN #)           |       |          |
| Messenger Contract Number   | Agent Services Contract Number |       |          |

**B EMPLOYEE INFORMATION**

|  |                  |
|--|------------------|
| Employee Name  | PA DL/Photo ID # |
| Does/Did employee have On line IDs (check one): <input type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> AAMVAnet <input type="checkbox"/> Online Messenger <input type="checkbox"/> Online Registration   |                  |
| EMPLOYEE JOB DESCRIPTION INFORMATION:<br><input type="checkbox"/> Check here, if job description is attached on a separate page. <input type="checkbox"/> Check here if job description is explained below.<br>Job Description: _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |                  |

**C CERTIFICATION**

I (We) certify under penalty of law that above information is complete, true and correct.

|  |        |
|--|--------|
| (Signature of Owner or Authorized Signer)          | (Date) |
| (Signature of Co-Owner/Title of Authorized Signer) | (Date) |

This report must be filed with PennDOT immediately upon any change in employee information.