

# PennDOT Employee Contract Updates

Date: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_ DIN Number: \_\_\_\_\_

Individuals being added to contract (**Criminal History Record MUST BE ATTACHED**):

**1.** \_\_\_\_\_

Name

\_\_\_\_\_

Job Description

**2.** \_\_\_\_\_

Name

\_\_\_\_\_

Job Description

**3.** \_\_\_\_\_

Name

\_\_\_\_\_

Job Description

**4.** \_\_\_\_\_

Name

\_\_\_\_\_

Job Description

Employees to be removed from contract:

**1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**3.** \_\_\_\_\_

**4.** \_\_\_\_\_

You may fill this form out on line and then print it out.

**Please mail this form and Criminal History Records to:**

PAA Services Inc.  
Contract Support Division  
1925 North Front Street  
Harrisburg, PA 17102

**You will be billed \$2.25 per request page.**