



**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 <input type="checkbox"/> Online Messenger <input type="checkbox"/> Online Registration	
EMPLOYEE JOB DESCRIPTION INFORMATION: <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. Job Description: _____ _____ _____ _____ _____ _____ _____	

**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.