

ONLINE APPLICATION FOR STATE OF ALASKA EMPLOYEE IDENTIFICATION CARD

This is a new updated process for the DMV and employees. Our goal is to not have you come into the office unless you don't have a license with the State of Alaska and need to have an original license issued.

This form must be signed by your supervisor if required and your department approver. The DMV invoices the departments once a month and the cost is \$10 per card.

1. Fill in the information on this form and include your driver license or ID number.
2. You must use the State of Alaska Employee Directory *Advanced Search* to obtain your current employee information.
 - a. If you have had a job change, you must ensure the employee directory reflects your current job information.
3. Scan and email to doa.dmv.ads@alaska.gov when you have completed.
4. The DMV will process within one week and send you a copy of the card receipt by email.

Employee Information:

FULL LEGAL NAME:	First	Middle	Last	Suffix	DL/ID Number
2-Digit Agency/Department Number <input type="text"/> <input type="text"/>		Job Class Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Employee Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Email				Work Phone	

Applicant Signature	Date
X	
Supervisor Signature (if required)	Date
X	
Department Approver Signature & Printed Name	Date
X	