



DMV OFFICE USE ONLY
Date Received:

Licensed Private Service Bureaus (PSB) **must** complete and submit this form with each batch of work that is submitted to DMV for processing. DMV must reject and return batches of work that do not include this form.

**PART 1: PRIVATE SERVICE BUREAU INFORMATION**

Provide the following information about the PSB:

PSB License Number: \_\_\_\_\_

PSB Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number: (       ) \_\_\_\_\_

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

**PART 2: EMPLOYEE INFORMATION**

Provide the following information about the individual who is dropping off the PSB paperwork to DMV:

Employee Name: \_\_\_\_\_

Employee Client ID Number: \_\_\_\_\_  
(NYS Driver License Number or Non-Driver ID Number)

**IMPORTANT:** Please attach a copy of the employee's valid photo document to this form.

