

## 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](mailto: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:

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

Applicant Signature	Date
<b>X</b>	
Supervisor Signature (if required)	Date
<b>X</b>	
Department Approver Signature & Printed Name	Date
<b>X</b>	