



Vehicle Dealer E-Permit Online User List Modification

Use this form to add, remove, or update user information for the online vehicle dealer E-Permitting system. When completed, fax this form to (360) 570-4943 or mail it to:

**Research and Client Support
Department of Licensing
PO Box 2076
Olympia, WA 98507-2076**

To complete, you must:

1. Fill out a separate application for each dealer number and dealer location code.
2. Get a DOL access code for each new user at www.dol.wa.gov.

PRINT or TYPE Dealer number		Dealer location code	
Dealer name			
DBA			
Dealer physical address			
City	State	County	ZIP code

Add user New employees must apply for Secure Access

1 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number
2 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
DOL access code	Email	(Area code) Telephone number	(Area code) Fax number

Remove user

1 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
Email		(Area code) Telephone number	(Area code) Fax number
2 Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
Email		(Area code) Telephone number	(Area code) Fax number

Update user information

Current information

Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
Email		(Area code) Telephone number	(Area code) Fax number

Updated information

Name (Last, First, Middle initial)		User role <input type="checkbox"/> User manager <input type="checkbox"/> User	
Email		(Area code) Telephone number	(Area code) Fax number

X

User manager signature

Effective date