



Minnesota Department of Public Safety
Driver and Vehicle Services
445 Minnesota Street, Saint Paul, MN 55101-5161
Phone: 651-296-2940 TTY: 651-282-6555
drive.mn.gov

Driver's License Agent Equipment Reimbursement form

Statutory reference: Minnesota Session Laws, 2023 Regular Session: Chapter 68, article 1, section 4, subdivision 4(a).

Purpose of the Form: Any Driver's License Limited Agent (DLA), who has been approved by Driver and Vehicle Services (DVS) to become a full-service provider (FSP), may use this form to request reimbursement for necessary equipment they have purchased, as required to become a FSP.

Examples of necessary equipment include:

- Photo identification and signature pad (Idemia image capture workstation).
- Vision examination (must be compatible with standards established by DVS).
 - Stereo Optical Company Inc. <https://www.stereooptical.com/> is the state approved vendor for the vision/eye equipment.

DVS can only reimburse:

- Limited DLAs that have been approved to become full service providers effective on or after July 1, 2023.
- Purchases that occur between July 1, 2023 and June 30, 2025.
- Purchases for an amount not to exceed \$15,000 for each FSP.

Send this completed reimbursement form to DVS.DSCO.Issuing@state.mn.us.

Submission deadline: Forms must be submitted by June 1 to be considered for reimbursement for the fiscal year. Funds are limited. Submit your reimbursement form as soon as possible.

DLA information

DLA name:

Office manager's name:

Remittance address:

Office telephone number:

Email address:

Federal Employer Identification Number (FEIN):

SWIFT ID:

Request details

Documentation:

Please attach any relevant documentation for the equipment (ex. receipts, invoices, etc.).

Certification and signature

I hereby certify that the information provided is accurate and complete to the best of my knowledge.

Signature and date:

Instructions for submission

1. Complete all sections of this form.
2. Attach relevant documentation for the equipment.
3. Submit the form along with all supporting documents to DVS.DSCO.Issuing@state.mn.us.

For official use

Approval and purchase order information:

Invoice number: **DLA-REIMBURSEMENT**

PO number:

SWIFT supplier ID:

Total approved:

Special notes:

Approver's signature:

Remittance address:

AP message: **DLA EQUIP REIMBURSEMENT**