



State of Vermont - Department of Public Safety

Account Termination/Closing/Transferring

Requester:

Requester's Email:

Agency:

Phone Number

User to Change

User:

User's Email:

Action:

☐ Termination/Retirement/Resignation

☐ Suspension

☐ Change of Primary Agency (Municipals)

☐ Medical or Military Leave

☐ Transferring to Another State Agency

Does the User work for any other agency:

☐ No ☐ Yes

Transferring to:

Other Agencies that the user works for:

As of:

Returning:

Digital Signature

When you click the digital signature box above for the first time you will be prompted to create a digital signature. Click "Configure Digital ID" then "Create a New Digital ID" and then follow the prompts filling in your name and email address. Then save the form when asked and click "Submit". This will bring up a new email with the addresses already filled in and form attached. Then send the email.

