

**COMPLETE THIS FORM
ANY TIME THERE IS A NEW PRIMARY PROCESSOR**

AUTOMATED PROCESSING PARTNERSHIP SYSTEM (APPS)
NOTIFICATION TO DIVISION OF MOTOR VEHICLES OF NEW USERS

1. Terminal ID number (one alpha and 3 numbers in title numbers processed by you): _____

2. Full name of new **primary processor**: _____
Telephone number and extension: _____
Date became primary processor: _____
Full name of back up to processor: _____

3. Does the new processor have previous experience on the APPS processing system?
_____ Yes, as a primary processor. Where? _____
_____ Yes, as a back up processor. Where? _____
_____ No
Comments: _____

4. Would the new processor like additional registration training from an Agent Partnership Unit (APU) representative? ____ Yes ____ No
If yes, list any specific areas of interest: _____

5. Has training been scheduled with the vendor?
Yes, training is scheduled for: _____
No, primary processor is available for training on: _____

To expedite processing of this information, please FAX to (608) 266-9552.

Agent/Business Name: _____

Vendor Name: _____