

TO OBTAIN AN EMPLOYEE ID BADGE FROM DMV

A letter or memo is required on agency letterhead from the person responsible for requesting employee ID badges for your organization.

The letter will need to be sent to the Division of Motor Vehicles (DMV) and include the following:

- Employee Name
- Title/Position
- Date of Birth
- Social Security Number

Information may be emailed to dmvdshelpdesk@wv.gov. Upon receipt of letter, DMV will respond and provide an employee number.

The employee will need to take this number to the DMV to obtain a photo along with their unexpired Driver's License or Non-Driver's ID card.

The \$25.00 fee will be billed to the agency.

Contact Information

Division of Motor Vehicles
5707 MacCorkle Avenue, Southeast
PO Box 17010
Charleston, WV 25317

Any questions about the process, you may call the Help Desk at 304-926-2508.