

Please Return via fax or Scan to Email:

Fax: 202-693-4755

Email: [HIREVets@dol.gov](mailto:HIREVets@dol.gov)



**Request to Switch User Account Manager for the HIRE Vets Medallion Program**

We (Insert Company Name) request the following user account manager be switched in the HIRE Vets Medallion Program website. We understand that this person will now be responsible for managing our company's information within the database.

Old User Account Manager Name:

Old User Account Manager Email:

Replace With:

New User Account Manager Name:

New User Account Manager Email:

Company Approval POC:

Signature:

Name:

Position<sup>1</sup>:

Date:

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<sup>1</sup> The Company Approval POC will be an authorized representative of the company with the authority to sign as the final approver for this form.

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