

Please Return via fax or Scan to Email:

Fax: 202-693-4755

Email: 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 Position:

Old User Account Manager Email:

Replace With:

New User Account Manager Name:

New User Account Manager Position:

New User Account Manager Email:

Approved by:

Signature:

Name:

Position¹:

Date:

¹ The Chief Executive Officer or the Chief Human Relations Officer of the company submitting this application, or an equivalent official (someone with equivalent responsibilities and duties, such as the owner of a small firm) shall sign as the final approver for this form.

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