From the Main Menu under the search option select “Driver ID Card Request.”

To check the program for any active card reports select “Search.”

If your agency has an active card report that is in the “Draft” status you may click on the Edit field, under Action and add each of your line items to the draft report by clicking onto the “Add Line Item.” All fields are required when you are adding a card request. Do not select “Submit to Fleet” until you have entered all of your requests. If you select “Create New Card Report” before doing a search of card requests and one already exists, you will get a message in red telling you that one already exists.
If your agency does not have an active card report, you will need to create one. From the Main Menu, select “Driver ID Card Request.” (See Main Menu Example) Then select “Create New Card Report.”

Using the calendar, select the requesting month/day then select continue to start a draft.
Under “Report Details” select “Add Line Item.” This will bring up a line item request that will need to be filed out for each person. Do not select the “Submit to Fleet” until you have entered all of your requests.

After adding all the requests by using the “Add” and “Add Line Item” you will need to check the certification box that the report is accurate and select “Submit to Fleet.”
To Check Status of Card Requests

To check the status of your requests use the “Search” option. Look under the “Status” column to see where your request is at in the process. If your request is in the “Rejected” status be sure to check the notes area of the request for the reason it was rejected.

Remove/Delete Employees

To remove/delete an employee primary record you will need to e-mail the employee’s full name and employee ID number to -Info-DOT State Fleet (dotstatefleet@nd.gov)