

INSTRUCTIONS

Form 600-00054: Amendment to Permanent Media Registration

Prior to submitting any application, read the [superior court rule](#) and [Supreme Court rule](#) regarding devices and the accompanying [administrative order](#).

Review the different applications and choose the correct form.

Submit application as indicated in the instructions.

1. This form allows media individuals/organizations to amend a permanent registration certificate.
2. The form can be used to update contact information and remove or add authorized persons.
3. The existing registration certificate must be filed with the completed form.
4. An updated registration certificate will be sent by email if authorized persons are added or removed.

STATE OF VERMONT
Amendment to Permanent Media Registration

Send completed application to: mediaregistration@vtcourts.gov

You must attach a copy of the existing permanent media registration certificate for the organization named below.

Name of Organization: _____

Name of Person Completing Application: _____ **Title:** _____

I am requesting the following change(s):

The following contact information *(leave blank if there is no change)*:

Mailing address: _____

Home/Cell Phone: _____ **Work Phone:** _____

New Email Address of Primary Registrant: _____

New Email Address of Authorized Person: _____ *(name)* to _____

Remove this authorized person(s):

Name	Title	Email Address

Add this authorized person(s):

Name	Title	Email Address

DECISION

(This section to be completed by Court Administrator or designee)

Granted

Denied

Date: _____

Signature: _____

Printed Name: _____

An updated permanent media registration certificate will be sent if authorized persons are added or removed.