



## Instructions for Voucher Request Submission by an Approved Dealer

1. Dealer must download and complete the Voucher Request Form (available after enrollment).
2. Dealer must submit the completed Voucher Request Form by email to the Voucher Processing Center (VPC) at [CaliforniaCORE@tetrattech.com](mailto:CaliforniaCORE@tetrattech.com) for review and acceptance. At that time, the funding will be set aside for this voucher request.
3. Once the voucher is accepted, the VPC will supply the Voucher Request and Terms and Conditions Form to the dealer along with a unique voucher ID number.
4. Dealer and equipment purchaser must both sign the Voucher Request and Terms and Conditions Form and mail the original of this document back to the VPC within 14 calendar days to the following address:

CORE Voucher Processing  
c/o Tetra Tech  
249 E. Ocean Blvd, Suite 325  
Long Beach, CA 90802.

5. Mail Purchase Order in with the Voucher Request and Terms and Conditions Form.
6. If the dealer indicates that the voucher requires an electric vehicle supply equipment (EVSE) voucher enhancement, the dealer must provide:
  - A clear and detailed description of the infrastructure to be installed; and
  - Projected equipment and installation costs.
  - Additional information may be requested to validate the enhancement request. The information may include, but is not limited to, site maps, facility information, current utility company information, and current fleet information.
  - For purchasers of one or more trailer-mounted battery-electric TRUs requesting an infrastructure enhancement for more than one EVSE unit or charger per TRU, a site map for evaluation of infrastructure needs is required.
7. **Contact** the VPC for questions and application support at [CaliforniaCORE@tetrattech.com](mailto:CaliforniaCORE@tetrattech.com)