



Equipment Request Form

Use this form for all workstation additions, workstation conversions, and new site installations. All requests must be made during the annual open enrollment period (November 1-30).

A separate form must be submitted for each existing or new site.

County
County Site Name
TxDMV Only
Date Received

Instructions

This form should be used for all RTS workstation additions (allocated, web DEALER, lease), conversions (allocated, webDEALER), and new site installations. For your convenience, this is a fillable form that can be easily populated on your computer. Submit completed forms via email to RTS-Workstation-Allocations@TxDMV.gov and copy your regional service center manager. A separate form must be submitted for each existing or new county site. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at <http://www.TxDmv.gov/tax-assessor-collectors>. **Requests for workstation additions, conversions, and new site installations must be made during the annual open enrollment period (November 1-30).**

Contact Information

County Contact Name		County Site Name		New Site (yes/no)	
Site Address			City	State	Zip
Email Address			Phone Number	Cell Phone Number	

Workstation Additions

Quantity	Workstation Type	Is cabling needed?	Does the workstation have a cash drawer?	Will cash drawer need to be mounted under desk?	TxDMV Only (approved/denied)
	Allocated				
	webDEALER				
	Lease				

Workstation Conversions

Type of Conversion (allocated/webDEALER)	Workstation Control Point	Serial Number CPU	Serial Number Printer	TxDMV Asset Tag CPU	TxDMV Asset Tag Printer	TxDMV Only (approved/denied)

New Site Information

New Sites require the installation of a T1 circuit; however, the circuit cannot be ordered until four requirements are in place: backboard, ground wire, conduit, and electricity.

Alternate County Contact Name (in addition to Contact on page 1)		New Site Requirements	Is requirement in place? (yes/no)	If no, provide date requirement will be in place
New Site Land Line Phone Number	Alternate County Contact Cell Phone	Backboard		
Alternate County Contact Email Address		Ground Wire		
New Site Name (the same indicated in Contact Information on page 1)		Conduit		
If cabling is needed, how many cable drops needed for new site?		Electricity		

TxDMV Response (to be used for denials or further explanation)

Workstation Additions	
Workstation Conversions	
New Site Installations	

TxDMV Use Only – Internal Routing

VTR →	ITS →	VTR
BRS Review Date	ITS Received Date	BRS Received Date
VTR Deputy Director Review Date	Equipment Installation Date (if applicable)	Installation Completion Date
VTR Director Review Date	Form Emailed to BRS Date	Request Closed Date
Form Returned to County Date		
Form Emailed to ITS Date		