



Equipment Move Form

Use this form for all workstation move requests, including moves due to office relocations.

A separate form must be submitted for each location.

County
County Site Name

TxDMV Only
Date Received

Instructions

This form should be used for all RTS workstation move requests and office relocation requests regardless of whether move assistance is needed. If move assistance is needed, the county will be charged for actual labor and travel costs. 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. Additional information can be found in the County Equipment Guide located on the TAC Information Hub at <https://www.txdmv.gov/tax-assessor-collectors>.

Workstation Move – Current Workstation Site **MINIMUM LEAD TIME 10 BUSINESS DAYS; 15 BUSINESS DAYS IF CABLE DROP(S) NEEDED**

County Contact Name		Site Name			
Site Address		City		State	Zip
Email Address		Phone Number		Cell Phone Number	

Workstation Move – New Workstation Site **MINIMUM LEAD TIME 10 BUSINESS DAYS; 15 BUSINESS DAYS IF CABLE DROP(S) NEEDED**

County Contact Name		Site Name			
Site Address		City		State	Zip
Email Address		Phone Number		Cell Phone Number	

Workstation Information

Workstation Control Point	Serial Number CPU	Serial Number Printer	TxDMV Asset Tag CPU	TxDMV Asset Tag Printer	Does workstation have a cash drawer?	Will cash drawer need to be mounted under desk?	TxDMV Only (approved/denied)

If cabling is needed, how many cable drops needed for new workstation site?	NOTE: If move assistance is needed, the county will be charged for actual costs of labor and travel.	Is move assistance needed? (yes/no)	Is a cost estimate requested for this move?
---	---	-------------------------------------	---

Office Move – Current Site 60 WORKING DAY NOTICE REQUIRED (NOTE: County will be charged for actual costs of labor, travel and site setup costs)

County Contact Name		Site Name			
Site Address		City		State	Zip
Email Address		Phone Number		Cell Phone Number	

Office Move – New Site 60 WORKING DAY NOTICE REQUIRED

County Contact Name		Site Name			
Site Address		City		State	Zip
Email Address		Phone Number		Cell Phone Number	

Workstation Information (please use additional forms if needed)

Workstation Control Point	Serial Number CPU	Serial Number Printer	TxDMV Asset Tag CPU	TxDMV Asset Tag Printer	Does workstation have a cash drawer?	Will cash drawer need to be mounted under desk?	TxDMV Only (approved/denied)

New Site Information (for Office Moves only)

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)		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		Conduit		
If cabling is needed, how many cable drops needed for new site?		Electricity		

TxDMV Cost Estimate for Requested Workstation Move(s)

Labor Cost Estimate	
Travel Cost Estimate	
Additional Cost Estimate	
Total Cost Estimate	

TxDMV Use Only – Internal Routing

VTR →	ITS →	VTR
BRS Review Date	ITS Received Date	BRS Received Date
Form Emailed to ITS Date	Cost Estimate to County Within 10 Working Days	Move(s) Completion Date
IT Ticket Number	Form Emailed to BRS Date	Request Closed Date