



Texas Department  
of Motor Vehicles

# 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 Name
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County Site Name
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<b>TxDMV Only</b>	
Date Received	
Ticket Number	
VTR Approval Date	

## Instructions

This form should be used for all RTS workstation move requests and office relocation requests regardless of whether move assistance is needed. *Move assistance will be provided at a cost; a quote will be provided to you.* 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](mailto: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 <http://www.TxDmv.gov/tax-assessor-collectors>.

## Workstation Move – Current RTS Workstation Site (workstation moves, not complete moves to new buildings; 2 week notice)

County Contact Name	Phone Number	Additional/Cell Phone Number	
Additional Contact (knowledgeable w/IT infrastructure, if assisted move)	Phone Number	Additional/Cell Phone Number	
Specific Site Name			
Site Address	City	State TX	Zip
Email Address	Additional Contact Email Address		

## Workstation Move – New RTS Workstation Site

County Contact Name	Phone Number	Additional/Cell Phone Number	
Additional Contact (knowledgeable w/IT infrastructure, if assisted move)	Phone Number	Additional/Cell Phone Number	
Specific Site Name			
Site Address	City	State TX	Zip
Contact Email Address	Additional Contact Email Address		

## Workstation Information (add additional page, if necessary)

Workstation Control Point R + 7 digits	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?

Is cabling needed?		If yes, how many?		Tentative move date		Is move assistance needed? (yes/no)	
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Office Move – Current Site						
County Contact Name			Additional County Contact (knowledgeable w/IT infrastructure)			
Specific Site Name						
Site Address			City		State	Zip
					TX	
Email Address			Phone Number		Cell Phone Number	
Office Move – New Site						
County Contact Name			Phone Number		Additional/Cell Phone Number	
Additional Contact (knowledgeable w/IT infrastructure, if assisted move)			Phone Number		Additional/Cell Phone Number	
Specific Site Name						
Site Address			City		State	Zip
					TX	
Contact Email Address			Additional Contact Email Address			
Workstation Information (please use additional forms if needed)						
Control Point R + 7 digits	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 <u>desk</u> ?
Do you need move assistance? (yes/no)		Please Note: Counties will be charged for assisted moves.			Tentative move date:	
New Site Information (for Office Moves only)						
New Sites require the installation of a circuit line; however, the line cannot be <u>ordered</u> until four requirements are in place: backboard, ground wire, conduit, and electricity. <b>Once the line is ordered, there is a minimum 90 working day lead time for installation. Please meet with your IT professional to ensure these items are in place.</b>						
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 Phone	Backboard			
Alternate County Contact Email Address			Ground Wire			
New Specific Site Name?			Conduit			
Cabling is needed?		If yes, how many cable drops required for new site?	Electricity			