



Texas Department
of Motor Vehicles

Equipment Request Form

Use this form for all workstation additions, workstation conversions,
and new site installations.

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

County Name

County Site Name

TxDMV Only

Date Received

Ticket Number

VTR Approval Date

Instructions

This form should be used for all RTS workstation additions (allocated, webDEALER, lease), conversions, 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>.

Contact Information

County Contact Name

County Site Name

New Site (yes/no)

Site Address

City

State

Zip

TX

Email Address

Phone Number

Cell Phone Number

Workstation Additions

Quantity	Workstation Type	Is cabling needed?	Do you need a cash drawer?	Will cash drawer need to be mounted?
	Allocated			
	webDEALER			
	Lease			

Office Readiness

Is there available workspace (yes/no)?	Is there power at each workstation for 3 plugs (yes/no)?	Do you have a surge protector (yes/no)?	If not, when will these 3 things be ready (approx. date)?	Is this a new location (yes/no)?	If a new location, when will the location be ready to receive the workstation(s)?

Workstation Conversions							
Workstation Control Point (8 digits)		Serial Number CPU		Serial Number Printer		TxDMV Asset Tag CPU	TxDMV Asset Tag Printer

New Site Information						
New Sites require the installation of a fiber line; however, <u>it cannot be ordered</u> 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 the requirement in place? (yes/no)	If no, provide approximate 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		
Cabling is needed		If yes, how many cable drops required for new site?		Electricity		

IT Professional Responsible for Site Readiness				
IT County Contact Name		County Site Name		New Site (yes/no)
Site Address			City	State TX
Email Address			Phone Number	Cell Phone Number