

Instructions for Attachment B and C

An Attachment B and C is required for each user accessing the VTR database

Attachment B*: Request for External Access to TxDMV Information Systems

1. **Requesting Agency/Organization**: Name of Business
2. **Date**: The date (MM/DD/YYYY) form is completed
3. **Account Number/User Id**: Enter the 1 to 4 digit account number assigned by TxDMV or enter the user id if the user is being deleted.
4. **Please Check One**: Check type of action (Add, Change, or Delete*)
5. **Employee Name**: Enter last name, first name, and initial.
6. **Employee Signature**: Employee's signature required.
Note: Employee signature is not required if requesting a deletion.
7. **Approved By**: Security Administrator's signature and phone number required.

**Users being deleted only require an Attachment B signed by the security administrator.*

Attachment C: Information Security Compliance Agreement

1. **Signature**: Employee's signature required.
2. **Printed Name**: Employee's printed name
3. **Date**: The date (MM/DD/YYYY) signed

To expedite handling, the completed forms may be emailed to VTR-TSB@txdmv.gov or faxed 512-465-3773

Otherwise they may be mailed to the address below:

Texas Department of Motor Vehicles
Attn: Data Support Services Branch
4000 Jackson Ave
Austin, TX 78731

If you have any questions please call 512-465-1468, option 3