

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 current date
3. **Account Number/User Id:** Enter 4 digit account number or user id if 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.

Motor Vehicle Information and Refer to Attachment A boxes are for TxDMV Use only.

**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:** Date signed

The completed forms may be emailed VTR-TSB@txdmv.gov, faxed 512-465-3773 or mailed to the address below:

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

If you have any questions please call 512-465-1468, option 1