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| **Agency ORI**      | **Requestor Name and Title:**           | **Agency Name (NO abbreviations):**      | **Primary Mnemonic**      | **Contact Information**  |
| **Telephone #**      | **Email**      |
| **USE TAB KEY NOT THE ENTER KEY when using this form.** |
| **Add/****Remove** | **TAC/****Alternate TAC /Administrator** | **First Name** | **Last Name** | **TLETS User ID** | **Phone Number** | **Mobile Number**  | **Fax Number** | **Email Address** |
| Choose an item. | Choose an item. |   |   |   |   |   |   |   |
| Choose an item. | Choose an item. |   |   |   |   |   |   |   |
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| **Please note that request must be sent from agency administrator and/or TAC currently listed for the agency. Requests must not be completed or submitted by the person being added or changed.** TAC/Alternate TAC – Automatically will get Configurator and NexTestAdministrator – Agency HeadAlternate Contact – Alternate contact besides TAC and alternate TACVendor – Handles agency’s  Interfaces CAD/MobilesTechnical – Handles agency’s computer needs and their network CJIS LASO – Criminal Justice Information Systems ContactConfig TAC Only – Reset and unlock passwords. Disable and modify users. | Please enter additional notes, questions, or comments here.  |

**Please allow 10 business days for processing.**

Form Last Updated: 6/5/2019

**If you have not received a response after that re-send the request with e-mail subject tag “[2nd]”. This will tag it for expedited processing.**