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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. |  |  | |  |  | |  |  | |  |
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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 NexTest  Administrator – Agency Head  Alternate Contact – Alternate contact besides TAC and alternate TAC  Vendor – Handles agency’s  Interfaces CAD/Mobiles  Technical – Handles agency’s computer needs and their network  CJIS LASO – Criminal Justice Information Systems Contact  Config 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.**