

## AUTHORIZED THIRD PARTY (ATP) COMPUTER ACCESS REQUEST

Please type, illegible forms will be returned.

MVD USE ONLY  
Heat Ticket #: \_\_\_\_\_

**USER INFORMATION:**

New User      Start Date \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ SSN (last four): \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Employee Type: Third Party

Company Name (required for Third Party & Contractors): \_\_\_\_\_

**USER ID CHANGES:**

Current RACF ID: \_\_\_\_\_

Transfer Effective Date: \_\_\_\_\_

Termination Date (Required): \_\_\_\_\_

**Deleted Employees Only:**

All data (e.g., email, and U Drive) for deleted employee is archived by default.  
Would you like to access to the deleted employee's data archive?

Yes\*     No

\*A link to the deleted employee's data archive will be sent to the current supervisor.

**SELECT REQUESTED ACCESS\*:**

Driver's License:

Title & Reg:

Remote Access:

Third Party Role: \_\_\_\_\_

\*List specific access needed where applicable.

Manager Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

RACF ID: \_\_\_\_\_

Complete the following steps:

1. Submit completed form through your ATP Community.

Note: Standard processing time for IDs and/or changes may take up to 10-15 business days.