



Texas Department of Motor Vehicles

MVINet Account Update Request

ACCOUNT

Instructions:

Use this form to request updates to your MVInet Account information. **To update information**, please click into each field and **type in** the requested information. When you have finished, review the information for accuracy, save the form, and return the completed form by email to your TxDMV Designated Contract Representative (found in Section 10.5 of your contract).

To update an MVInet USER(s), please use form **VTR-MVIU** and **DUA**.

General Business Information

| | |
|-------------------------------|---------------------|
| Legal Business Name | DBA (if applicable) |
| Full Business Mailing Address | County |

* MVInet Security Administrator (MSA) Update Request

MSAs are responsible for completing and submitting form VTR-MVIU when requesting to add a new authorized user, when requesting to change the name of an existing authorized user, following a legal name change, or, when requesting to delete an existing user. Additionally, MSAs are responsible for ensuring authorized users (new and name change) have properly completed a Data Use Agreement (DUA) to submit with the VTR-MVIU.

| Security Administrator Full Name <small>(First, MI, Last, Sfx.)</small> | Email Address <small>(N/A if Deleting)</small> | Phone Number | ADD | DELETE |
|---|--|--------------|---------------------|------------------------|
|---|--|--------------|---------------------|------------------------|

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* Billing Contact (monthly billing invoices **emailed** to the email address(s) provided)

| Primary Billing Contact Full Name | Email Address | Phone Number | ADD | DELETE |
|-----------------------------------|---------------|--------------|---------------------|------------------------|
| | | | | |

Signature - An MVInet Security Administrator or the Designated Contract Representative listed in the Contract must sign.

| | |
|--------------|------|
| Printed Name | |
| Signature | Date |