

## AR User agreement instructions

1. On page one, enter the full name of the user who is requesting access.
2. In Section 12,
  - a. Enter the name, mailing address, phone number and email address for the contact for AR related issues. This may be someone other than the user.
  - b. Complete the user information and have the user sign the document.
  - c. If the user is not a judge, then the user's supervisor must complete the information on the bottom of the page and sign the document.
3. Complete the AR User Signup Form (Attachment 1)
  - a. Enter the full name of the user requesting access.
  - b. Select (one) job function that most closely matches the user's job
  - c. Select the query type(s) for which the user requests access. Note: The *Criminal Queries - no access to query DPS* option is only available for a judge who wants to view the AR results from a criminal query, but does not want access to AR to run the query themselves.
  - d. **If requesting Criminal Access, you must enter the Agency Name and ORI (Originating Agency Identifier).** If you do not have an active ORI or do not know your ORI, you will need to contact DPS to obtain the ORI before submitting this form. DPS Contact information: Jeremy Dansby, (512) 424-5542; Taffy Sweet, (512) 424-5949; or Pam Pierce, (512) 424-2898
  - e. If you know your TLETS User-ID, please enter it on the form. This will facilitate the approval process.
4. If requesting DFPS access, you will need to complete and sign the DFPS Database User Access Agreement (Attachment 2) following the instructions on that page. Associate judges and court support staff must obtain the approval and signature of the presiding judge
5. Mail, fax or email the signed, completed User Agreement to OCA.

*Mailing address:*

Office of Court Administration  
Service Desk  
PO Box 12066  
Austin, TX  
78711-2066

*Fax Number:* 512.475.3450. Fax to the Attention of the OCA Service Desk.

*Email:* You may scan the signed document and email it to [Support@courts.state.tx.us](mailto:Support@courts.state.tx.us)

6. Allow up to four weeks for your application to be processed.