

Location Change Requirements

Once your proposed location has been approved by the Department of Revenue, contact us at (573) 526-4133 to coordinate timeframes for the move and any other issues. The contractor must:

- 1) Ensure that the new office meets all requirements outlined within the contract and is equal to or better than the facility proposed or the facility being vacated;
- 2) Be responsible for all moving or relocation expenses, including advertising expenses and those relating to moving all inventory, supplies, and all equipment, excluding driver license equipment which shall be moved by the state agency's designee;
- 3) Advertise the change or relocation as specified in the advertising requirements of the contract; and
- 4) Comply with the Security, Information Technology, and Miscellaneous sections below.

Security

You must do one of the following:

- Move your approved security system and security cameras from your old location and install at your new location. Notify Heather Shields at Heather.Shields@dor.mo.gov when this is completed; or
- Purchase and install or have installed an electronic security system and security cameras that comply with all new contract requirements;
 - Complete the License Office Security Certification ([Form 6001](#));
 - Obtain the required signatures; and
 - Fax to (573) 751-5327 - Attention: Heather Shields

Information Technology

- Refer to the [Technology Requirements](#) for Missouri Electronic Driver License (MEDL) equipment, Titling and Registration Intranet Processing System (TRIPS), and other IT requirements to make certain you meet all of the contract terms.
- Obtain a static IP address from your broadband provider;
 - The installation date of the static IP address must be coordinated with the Office of Administration's ITSD staff. Contact [Kevin Gabelsberger](#) at (573) 526-8740 or [Dan Ragland](#) at (573) 751-2968.
 - If you already have a static IP address, contact Kevin or Dan with the broadband provider name, contact information, and static IP address.
- Please provide the name of your Internet provider, type of Internet (T1, DSL, etc.), and the connectivity speed. [Click here to e-mail the information.](#)

Miscellaneous

- At least one driver license workstation must be desk height.
- Ensure the license office telephone has an answering machine or voice mail system for overflow and after-hours calls.
- Ensure you implement any facility improvements that you committed to in the license office contract.
 - Your Field Coordinator will follow-up with you on these items.
- Notify the public by posting the new location address and effective date at the current office (on external sign or door and in the office) at least two weeks prior to the change.
- If the office is leased from a third party and the landlord has after-hours access to the facility, the contractor must obtain a signed Confidentiality Policy Statement ([Form 5438](#)) from the landlord within 30 calendar days of the effective date of contract and retain the form in the contractor's records.
- Signs - Ensure your exterior sign complies with the contract and that any interior signs are relative to your business. [Click here to e-mail your exterior sign verbiage for approval.](#)
- Ensure office is ADA compliant as required by federal law. Go to www.ada.gov for more information.