LD-893
Rev. 6/1/16

VDOT SOFTWARE and LICENSE REQUEST FORM

(Consultants complete form and send to: VDOT Project Manager)

Prime Consultant Firm _____

Street Address_____

City: _____ State: _____ Zip Code _____

Consultant Project Manager_____

Email Address _____

Telephone Number_____

Consultant IT Manager_____

Email Address _____

Telephone Number_____

VDOT Project Manager _____

Email Address _____

Telephone Number_____

VDOT PROJECT NUMBER

_____	_____	_____	_____	_____	_____	UPC# _____
Route	City/County	Section	PE	Type	Activity	

Pick Type of Project: Consultant Design (Design Build Bid)

If Solicited: Yes ___ No___

Scheduled Project Begin Date _____ Scheduled Project Completion Date _____

Subcontractors Firm No. 1: _____

Address: _____

City: _____ State _____ Zip Code _____

Subcontractors IT Manager: _____

Phone No._____ Email Address _____

Subcontractors Firm No. 2: _____

Address: _____

City: _____ State _____ Zip Code_____

Subcontractors IT Manager: _____

Phone No._____ Email Address _____

(Note: add additional sheets with information for additional Subcontractor Firm(s))

VDOT SOFTWARE and LICENSE REQUEST FORM

(Consultants complete form and send to: VDOT Project Manager)

Firm *	New Need License Activation Key	Need Existing License Activation Key to cover this project
Prime	☐	☐
Sub Firm No. 1	☐	☐
Sub Firm No. 2	☐	☐
Sub Firm No. 3	☐	☐

***Requires Information on page 3**

All License requests must be made by Prime Contractor, however all licenses will be issued directly to appropriate Contractor.

_____,

(Consultant firm name)

CONFIRMS THAT THE SOFTWARE LICENSE (S) FURNISHED BY VDOT WILL ONLY BE USED IN CONJUNCTION WITH PROJECTS UNDER CONTRACT WITH VDOT AND SHALL BE REMOVED FROM OUR SYSTEM UPON COMPLETION OF THOSE CONTRACTS.

_____

(Consultant Project Manager Signature)

I certify that the above consultant/contractor has a valid contract with VDOT as specified in this request and has a need for the licenses I am approving.

_____

(VDOT Project Manager Signature)

Upon approval with signature, send form to CADDSupport@vdot.virginia.gov **, if digital signature not available please sign, print, scan and send.**

VDOT SOFTWARE and LICENSE REQUEST FORM

(Consultants complete form and send to: VDOT Project Manager)

The following information must be supplied for each of the machines that will use the software. For the Bentley MicroStation and Civil Engineering Package software, the **Firm** Name, **Computer** Name and the **Primary** User are needed. Please type the information or carefully print the names so there is no confusion about the exact format of the computer name. In addition to new machines that need the software, please list the information for machines that already have VDOT-supplied software.

Firm Name	Prime or Sub (P/S)	Computer Name	Primary User