Virginia Department of Planning and Budget

FATS ACCESS REQUEST FORM

Name ___________________________ Phone ___________________________
  Last, First, MI

Email ________________________________________________________________

Agency Name __________________________________ Agency Code _________

Are there other agencies for which this agency is responsible?  
☐ Yes  ☐ No
If yes, please list the agencies in the “Special Considerations” block below.

<table>
<thead>
<tr>
<th>System Access</th>
<th>Data Access</th>
<th>Signoff Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Add</td>
<td>☐ Inquiry Only</td>
<td>☐ None</td>
</tr>
<tr>
<td>☐ Change</td>
<td>☐ Update</td>
<td>☐ Review</td>
</tr>
<tr>
<td>☐ Delete</td>
<td></td>
<td>☐ Approval</td>
</tr>
</tbody>
</table>

VITA LOGIN ID ___________________________ OPD (dpb use only) _____________

VITA ACCOUNT # ___________________________ PRINT DESTINATION _____________

Special Considerations:
_______________________________________________________________________
_______________________________________________________________________

Requesting Agency’s Budget/Fiscal Officer:

Note: Twice a year, DPB will delete FATS logons that have been inactive for two years. Please notify DPB within 30 days when a user no longer needs access to FATS.

Printed Name ___________________________ Phone ___________________________

Email ________________________________________________________________

Signature __________________________________ Date _________________________

DPB Security Officer:

Signature __________________________________ Date _________________________

Please forward to: Agency Security Officer
                  Department of Planning and Budget
                  1111 East Broad Street, Room 5040
                  Richmond, VA 23219

Or FAX to: 804-225-3291