



<h2 style="margin: 0;">California Radio Interoperable System (CRIS)</h2>	<h2 style="margin: 0;">Service Request Activate/Deactivate</h2>
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**REQUEST:** (See back side for instructions on how to fill out TDe-115)

Activate Radios - Complete Sections 1 and 2.

Deactivate Radios - Complete Section 1 and submit TDe-601 with list of all radios to be deactivated. Radio quantities must match between TDe-115 and TDe-601.

**SECTION 1. SUBSCRIBER INFORMATION**

Request Date	Agency Billing Code
Agency Name	Contact Phone Number
Contact Name	Contact Email
	Request Number <b>(For CalOES-PSC use only)</b>
Budget Officer Signature	Printed Name
	Date

**SECTION 2. EQUIPMENT / SERVICE REQUESTED**

Basic service includes: Intra-agency Talk Group @ \$26.00 per month per unit subscriber fee.  
 Interoperable Talk Group - No Charge.  
 An Administration Fee of \$250.00 will be added to the request.

Type of membership requested (Select One):  PRIMARY USER     SECONDARY USER

Primary User: Intra-agency talk groups requested: \_\_\_\_\_

Primary/Secondary User: Interoperable talk groups requested: \_\_\_\_\_

<b>Number of Radios to be Activated</b>	
Portable Radios: No of Units:	Total Activated Units: _____
Mobile Radios: No of Units:	
Control Stations: No of Units:	

Requested In-Service Date: \_\_\_\_\_

**SECTION 3. SECTION APPROVAL: For CalOES/PSC use only**

Radio activation - Estimated month subscriber fee: Total units identified above x \$26.00 =	per month fee for new subscriber or increase in fee for existing subscriber.
Radio deactivation - Estimated reduction in monthly subscriber Fee: Total Units from TDe-601:	
Total units identified on TDe-601 x \$26.00 =	per month subscriber fee reduction

CEU Senior Engineer Signature	Printed Name	Date Approved
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## Instructions for completing TDe-115

### Request

1. Check Activate for requesting new service or when reactivating radios previously on the system.
2. Check Deactivate for removing radios from the system.

### Section 1: Requestor Information (For activation and deactivation of radios)

1. Request Date: Enter date request is being submitted to Cal OES/PSC.
2. Agency Billing Code: Enter agency billing code that will be used for transfer of agency subscriber fees - STATE AGENCIES ONLY.
3. Agency Name: Enter complete agency name, not abbreviation.
4. Contact Phone: Enter Contact person's phone number.
5. Contact E-Mail: Enter Contact person's e-mail address.
6. Contact Name: Enter name of person who Cal OES/PSC will interface with and has authority to make communications decisions for the agency.
7. Sign, print name and date document. (Person signing form should have authority for financial decisions for the agency, i.e. Budget Officer).

### Section 2: Equipment / Service Requested (For activation of radios only)

1. Select Primary user if agency will require one or more intra-agency talk groups and use system for daily communications.
2. Select Secondary User if agency will only use the system for interoperable communications with other agencies during emergencies.
3. Select "Yes" if intra-agency talk groups are being requested, otherwise select "No".
4. Select "Yes" if interoperable talk groups are required, otherwise select "No".
5. Enter the total number of **Portable Radios** that will operate on the system.
6. Enter the total number of **Mobile Radios** that will operate on the system.
7. Enter the total number of **Control Stations** that will operate on the system.
8. Enter the requested In-Service date of equipment listed on the TDe-115.

### Section 3 to be completed by Cal OES/PSC

1. Radio Activation: Section 3 provides an estimate of what the monthly subscriber fees will be (or the increase in fees for radios added by existing subscribers). Actual fee will be based on number of radios registered on the CRIS at the beginning of each monthly billing period.
2. Radio Deactivation: Section 3 identifies the reduction of monthly agency fees based on the radios identified on the TDe-601 provided. Actual fee reduction will be based on number of radios registered on the CRIS at the beginning of each monthly billing period.

\*\* For deactivation of Radios, Submit completed form TDe-601 listing all radios to be deactivated.