

# LETS Agency Enrollment Form

MODOT Law Enforcement Traffic System



*Please Print Legibly*

**Formal Agency Name:** \_\_\_\_\_

Agency ORI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**LETS Agency Administrator:** \_\_\_\_\_  
Last First MI Title

Administrator Email: \_\_\_\_\_

Direct Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Preferred User Name: \_\_\_\_\_

**Second LETS Administrator:** \_\_\_\_\_  
Last First MI Title

Administrator Email: \_\_\_\_\_

Direct Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Preferred User Name: \_\_\_\_\_

The administrator adds agency unique codes and users. The administrator determines User ID and first password. Passwords are modifiable by the user upon first sign on. Free training is available for use of the application. Complete this form to use LETS.

**Submit to the REJIS Help Desk**  
**Fax Number 314-531-3674 -or- email [rejishelpdesk@rejis.org](mailto:rejishelpdesk@rejis.org)**

Notes: