

Retail Customer Device Relocation Form

The Device Relocation Form is utilized to ensure proper account setup, police jurisdiction verification, billing and device battery life. It also ensures the device is in a deactivated state when relocating so accidental activations and unintended police dispatch do not occur.

Please Follow The Steps Below, in the Order Listed:

- 1) Please allow at least **2 business days** for processing
- 2) Email confirmation will be sent by 3SI to notify that processing is complete.
- 3) Once complete and ready to relocate the device, contact 3SI Tracking Support Center (800.433.1173) to deactivate the device.
 - **CRITICAL:** This step must be completed **BEFORE** removing the device. If this step is not followed, the device will activate and once it leaves the home location, the police may respond as if the device is being taken in a crime event.
- 4) Rubber band device to a transport plate or cradle to ship/deliver the device to new location.
- 5) Once ready for reinstallation, new location will contact TSC for reinstallation of device.

***Mandatory Fields**

*Company Name:			
*Requestor Name & Phone:			
*Primary Contact Name, Phone, Cell Carrier & Email:			
*Sending Location Closing:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sending Loc Customer ID #:	
*Sending Location Address:			
*Receiving Location Name or Store #:		Receiving Loc Customer ID#:	
*Receiving Location Phone # & Ext:			
*Receiving Location Address:			
*Device Information - Type/IMEI/Vessel Number:			
*Is Baseplate Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	QTY:	Color:
Ship Address for Base Plates:			
*Removal Date:			
*Reinstallation Date:			
Additional Notes to 3SI:			
Relocation Fee: \$75.00 per Location/Device			

24/7/365 Tracking Support Center (TSC) 1.800.433.1173

NOTE: Device must remain on the base plate to preserve battery during relocation. If existing plate cannot be used, new plate(s) must be ordered and shipped prior to device removal as base plate acts as the on/off switch. Failure to use the base plate may result in a dead device battery.