

## Requirements for NCDMV Mobile Office Visit

The DMV Mobile Office is a self-contained driver license office on wheels that can be deployed to your worksite to offer DMV driver license services. The mobile office operates on a wireless 4G network and the signal must be tested before deployment.

The mobile office is comprised of two workstations that each require a 7ftx3ft dedicated space with seating for the guest and examiner. Mobile offices are deployed for a minimum of 40 scheduled customers. We can deploy as many as two mobile offices totaling 4 workstations. DMV policy requires that the examiners' backs and monitors must face the wall with duplex electrical circuits.

Mobile offices must have access to a loading dock or elevators, it is not allow to be transported up/down stairs. The area for the offices must be well lit with available parking provided for DMV staff.

### CHECKLIST:

- Schedule Mobile Team Site Visit**
- Appointments** – 40 scheduled customers
- Network** – successful connection to wireless 4G network signal
- Workspace** - 7ftx3ft dedicated space for each workstation and seating
- American Disability Act (ADA) Compliant** - with access to restrooms
- Duplex Electrical Circuits** - at the back of workstations
- Security** - workspace must be well lit
- Parking** - provided for NCDMV staff
- Policy** - examiners backs and monitors facing walls
- Load/Unload** - access to loading dock/elevator; no steps

For questions contact Gary Leake at 919.218.2535