

## ATTACHMENT A1

Instructions for completing the Attestation of Compliance for Self-Assessment Questionnaire A (SAQ-A):

- 1) Do NOT change any of the check boxes which have been pre-checked. Verify that your county adheres to all policies/procedures describe by the checked boxes.
- 2) Leave "Part 1" blank
- 3) Complete "Part 2"
- 4) Complete "Part 2a" : "List facilities and locations included in PCI DSS review:"
- 5) Complete "Part 3b": Either the County Tax Assessor-Collector or another County Official should sign as the "Merchant Executive Officer"
- 6) Verify that your county has written policies and procedures that support "Part 4." This includes restricting physical access to cardholder data and addressing information security.
- 7) Fax or mail the SAQ-A to the TxDMV at:  
---Fax: (512) 467-3994  
---Mail: Texas Department of Motor Vehicles  
Attn: County Agreement Coordinator  
4000 Jackson Ave.  
Austin, TX 78731

NOTE: The completed SAQ-A document must be returned to the TxDMV prior to April 30, 2010, to avoid any interruption in your county's participation in IVTRS.

If you have any questions or need additional information please contact the VTR Help Desk at 1-877-933-2020.