

# WV811 Database Submission/Change Request Form

**This form is required and must be filled out completely with all mapping submissions. The information requested is vital in processing your submission correctly. If the form is not complete it will be returned for more information. Please do not alter this form. Please send only to [gismail@texas811.org](mailto:gismail@texas811.org)**

<b>Company Name:</b>	<b>Name:</b>	<b>Phone:</b>
<b>Email:</b>	<b>CC Email (optional):</b>	
<b>Code:</b>		

(New form is required and must be complete for each code. New members will be assigned a code upon registration completion.)

**Changes requested: (check all that apply)**

Adds     Deletes     Adds & Deletes     Full Replacement  
(see below)    (see below)    (see below)

additional information: \_\_\_\_\_

**Deletions are being made due to (check all reasons that apply):**

Deletes would be considered any part of the current registered database being removed or removing the entire area registered to the code. If deletions are being made and **a reason is not checked off below**, deletions will **NOT** be made to the database and the mapping will be merged with the current mapping in place, i.e., the mapping will be handled as an add.

abandonment of line(s)

added in error/refining database/readjusting database

moving to/covered by another code      Provide Code

sold to:

    Company name:  
    Contact person:  
    Phone:  
    Email:  
    Date of purchase:

    If sold, do you want to keep the area(s) covered until they are registered under the new company?

yes (It is your company's responsibility to follow up with the purchasing company and contact West Virginia 811 when ready for the removal(s))

no

    Allow purchasing company to use mapping on transfers?

yes

no

**\*\*Note: It is the responsibility of the seller and purchasing company to coordinate the transfer/re-submittal of their own assets in a timely manner to ensure continual coverage so that no assets are left unprotected.**

**\*\*Manual Database Input:**      \$30.00 per hour  
(Facility operator elects to submit paper maps instead of using a web-based system (i.e. Google Earth); therefore WV811 inputs the database information manually – **minimum one hour.**)

**Preferred buffer size:** (if applicable)      each side of the centerline.  
If shape file is not buffered, and one is not provided, a 300 ft. buffer on each side (totaling 600 ft.) will be applied.

**File Projection:** (if applicable)  
We prefer all shape files to be in Lat/Long WGS 84 projection. Projection must be included for CAD files.

- Helpful Hints:**
- **Please allow a 2 week turnaround for submissions to be completed.** Live dates are every Tuesday and Friday.
  - Confirmations will be sent after your request has been processed. **It is your responsibility to review file attachments immediately to ensure accuracy of update(s).**
  - Formats accepted: shapefiles (preferred), lat/long coordinates, tab files, Google My Maps, and .kml/.kmz files (you can easily get .kml/.kmz files using Google Earth). Paper maps must include street names and CAD files must provide the projection\*\*
  - The Code assigned to the database will identify that particular coverage area. (A new form is required and must be completed for each Code. New members will be assigned a Code upon registration completion.)