

DRS Owner Registration and Billing Code Request Form

Contact the [DRS Support Team](#) with the registration request. Once you receive an email confirmation, fill out this form and respond to the email with this form attached to the email.

Consult the [DRS Owner FAQ](#) for more information about object owner responsibilities. Use [DRS Web Admin](#) to see a list of existing billing codes for your organization or to change the 33-digit account number associated with a billing code.

Asterisked (*) fields are **required**.

1. Do you have a DRS owner code? ☐ Yes ☐ No

OBJECT OWNER REGISTRATION

The Owner Contact will receive email confirmation of this request.

1. *Owner Contact Name:

2. Title:

3. Organization: ☐

4. Phone:

5. Fax:

6. *Email:

7. Comments:

BILLING CODE REQUEST

Every object deposited to DRS is associated with a billing code and we recommend a separate billing code for each new project.

The Billing and Project Contacts will receive email confirmation of this request.

1. *DRS Owner Code:

Can't remember [your owner code?](#)

2. *Project Description:

3. Estimated deposit size: ☐

4. Project time frame: ☐

5. *33-digit Account Code: ☐

6. Project Contact Name: ☐

7. Project Contact Phone:

8. Project Contact Email:

9. Billing Contact Name:

10. *Billing Contact Email:

11. Image Captions: ☐ Turn on captions for this billing code
[About image captions](#)

12. Comments: