

Relay Texas

Relay Conference Captioning (RCC) Request Form



Please complete all the fields on this RCC request form and submit it at **least five (5) business days in advance**.

The Public Utilities Commission (PUCT) of Texas will review your RCC request form for approval.

If approved, an e-mail confirmation with an RCC link will be sent to you within one business day.

Captioning is limited to **sixty (60) minutes** per scheduled meeting.

Cancellations are required **twenty-four (24) hours** prior to scheduled event.

Hours of Operation

Monday through Friday – **8 a.m. to 8 p.m. Central/Mountain Time**
Saturday – **8 a.m. to 2 p.m. Central/Mountain Time**

Contact Information

First Name:

Last Name:

Email Address:

Phone Number:

Alternative Contact Information:
(e-mail or phone number)

Acknowledgement

I understand that Relay Conference Captioning is intended for participating in conference calls, webinars, or multiparty calls.

I certify I am requesting RCC for myself or participants who are Deaf or Hard of Hearing in order to participate on a conference call, webinar or multiparty call.



Relay Conference Captioning Request Form

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Event Information

Type of Event:

Conference Call

Teleconference bridge phone number:

Access code, if required:

Video Meeting

Video meeting URL:

Conference ID or Meeting ID:

Password, if required:

Webinar

Webinar URL:

Password or Access Code, if required:

Dial-in Phone Number, if any:

Event Title or Subject Matter:

Event Notes:

Date and Time of Event

Date of Event:

Start Time: AM PM

End Time: AM PM

Time Zone:

Transcript and Participant Options

Transcript Option:

Retain copy of the transcript on server

Destroy transcript after event to protect my confidentiality

Participant Options:

Allow participants to view transcript

Allow participants to view & save transcript

Participants cannot view or save transcript when call has ended

E-mail the completed form to the PUCT at rcctexas@puc.texas.gov.