

TELEPHONE SERVICE REQUEST

To be used for moves, adds and changes to existing telephone numbers only. Requests for new wiring, telephone numbers or equipment require a DelPro.

To: Chief – Telecommunications Infrastructure Branch Division Of Network Systems & Telecommunications 6120 Executive Blvd., Room 300 Rockville, MD 20852 Call: GO-CIT (301-594-6248) TTY-800-438-8832 FAX this form to: 301-594-9412		1. From (IC) <input type="text"/>
		2. Date Service Desired <input type="text"/>
3. IC Order Number (optional –Internal Tracking Number) <input type="text"/>	4. Agency/BAC <input type="text"/>	5. Location/LG <input type="text"/>
6. On Site Contact (PLEASE PRINT CLEARLY) <input type="text"/>	7. Building <input type="text"/>	8. Room Number <input type="text"/>
9. Telephone Number <input type="text"/>	FAX Number <input type="text"/>	10. E-Mail (optional) <input type="text"/>
11. Describe Communications Service To be performed : (Attach Floor Plan If Applicable) <input type="text"/>		
12. Name of Individual Requesting Service: (PLEASE PRINT CLEARLY) <input type="text"/>		
13. Signature and Printed Name of Administrative Officer <input type="text"/> An Administrative Officer's Signature is Required Print Name here: <input type="text"/>		14. Date <input type="text"/>
FOR TELECOMMUNICATIONS USE ONLY		
Specialist Assigned: <input type="text"/>	Remedy Ticket ID #: <input type="text"/> SERVICE ORDER #: <input type="text"/>	
Remarks <input type="text"/>	<p>Visit the DNST-TIB Web at: http://www.cit.nih.gov/dnst/DNSTweb/telephone.html</p>	