

Request to Change an Existing Mail Stop

Where is mail currently being delivered?	
Department Name	Department Mail Code
Building Name	Room Number

Where do you want mail to be delivered?	
Building Name	Room Number

On what date should change take effect?
Date

Requested By	
Requestor's Name	Date
Phone #	E-mail
Reason for request	

You can submit your request by:



Fax: x4314



Campus mail: Mail Services, #8617



Email as attachment to: mail.services@msr.ucsb.edu