

Request for New Mail Stop

Where is mail currently being delivered? <small>(if to another department, list that department's name, mail code, building name, and room number)</small>	
Department Name	Department Mail Code
Building Name	Room Number

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

Requested By	
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

For Mail Services use only			
Reviewed by:	Date:		
Mail Count (average number per day, averaged over 2 weeks)			
Incoming Mail	Outgoing Mail		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date new mail stop to be initiated:	
Comments:			