

**MOVE NOTIFICATION FORM - INDIVIDUAL**

Today's Date \_\_\_\_\_ Date of Move: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CURRENT INFORMATION**

Department: \_\_\_\_\_ Building: \_\_\_\_\_

Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Current Location: \_\_\_\_\_ New Location: \_\_\_\_\_

**NEW INFORMATION**

Department: \_\_\_\_\_ Building: \_\_\_\_\_

Address: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Current Location: \_\_\_\_\_ New Location: \_\_\_\_\_

Please list all availability for a brief tour of facility with Post Office delivery team close to move date:

\_\_\_\_\_

Other Information:

\_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE : Received \_\_\_\_\_ Receipt Sent: \_\_\_\_\_ Effective Date: \_\_\_\_\_