## STATE OF MARYLAND DEPARTMENT OF INFORMATION TECHNOLOGY Telephone Directory Coordinator Request

TELEPHONE #: 410-260-7778

Email: service.desk@maryland.gov

AGENCY DIRECTORY COORDINATOR INFORMATION FORM

	REQUEST TO:	ADD	CHANGE	DELET	Έ
Name of Former Directory Coordinator (For Change information only):					
LAST NAME		FIRST NAME			MID INI.
NAME OF CURRENT / NEW DIRECTORY COORDINATOR CONTACT:					
LAST NAME		FIRST NAME			MID INI.
CLASS	SIFICATION / TITLE:				
DEPT/	AGY:			AGY AC	CRONYM:
AGENCY COMPLETE ADDRESS: (street name & number building/room/suite)					
TELEPHONE #: FAX #			< #:		
EMAIL	ADDRESS:				
Approved: (please print and sign form)					
Authori	zed Signature and Ti	tle		(Date)	

## Please email or fax this form to: DoIT Service Desk

Department of Information Technology 45 Calvert Street, Annapolis MD 21401

Email: service.desk@maryland.gov Fax: 443-926-9742; Telephone: 410-260-7778

Use this form when there is a change of your Agency's Telephone Directory Coordinator. The Requested Coordinator must first appear in the Telephone Directory as an Agency Employee before being added as it's Coordinator.

This should NOT be used for individual Agency employee updates. Click on Request an Update located on http://www.dbm.state.md.us/phonebook for individual employee changes within your agency.