

Department Change of Address

This form is to show an official change of address for a department on the Kansas State University Campus. By filling out this form you insure that your department's mail is delivered to the correct location in an efficient manner.

NOTE: This form is for Departments that are moving to a new location, not for the move of an individual person. Central Mail Services does not sort mail by a person's name. The mail is sorted to the KSU Department that is listed on the mail piece.

Date of Move: _____

Does Mail need to be held? Yes or No

If yes, date to begin holding: _____

Held mail will be held until the date listed below.

Date to Receive Mail at New Location: _____

Department Name: _____

Department's Old Address: _____

Building Location: _____

Contact Phone Number: _____

Department's New Address: _____

Building Location: _____

Contact Phone Number: _____

By filling out and signing I certify that this is an official move of a KSU Department.

Authorized Signature: _____

Printed Name: _____

**Please send Signed original to:
Central Mail Services
109 Dykstra Hall**

**And a copy to:
Attn: Resource Center & Operations
Human Capital Services
103 Edwards Hall**