

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 ensure 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**