

## REQUEST FOR NEW MAIL STOP

Where is mail currently being delivered to?	
Department Name	Department Mail Code
Building Name	Room Number

Where do you want mail to be delivered to?	
Building Name	Room Number
Request By	
Name	Date
Email	Phone #

You can submit your request by:

Fax: x5398

Email: [mail.services@bfs.ucsb.edu](mailto:mail.services@bfs.ucsb.edu)

<b>FOR MAIL SERVICES USE ONLY</b>	
Reviewed By	Date
Mail Count – Incoming Mail	Mail Count – Outgoing Mail

\*\*Mail Count = Average # per day, averaged over 2 weeks\*\*

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date new mail stop to be initiated \_\_\_\_\_