Government Support Services
MESSENGER SERVICES SECTION
100 Enterprise Place, Suite 4
Dover DE 19904
SLC: D100
Phone: 302-857-4571
Fax: 302-739-3697
matthew.sammons@state.de.us

Agency Relocation Request for Mail Service

Form must be submitted at least 2 weeks prior to office relocation
Submit form via e-mail or fax

SECTION I:

Date: _____ Requested by: _____
Dept: _____ Title: _____
Division: _____ Phone: _____
SLC: _____ Fax: _____

SECTION II: Contact Information

Current Primary Contact Name & Phone Number: _____
Current Secondary Contact Name & Phone Number: _____
Current Fiscal Contact Name & Phone Number: _____

New Location Primary Contact Name & Phone Number: _____
New Location Secondary Contact Name & Phone Number: _____
New Location Fiscal Contact Name & Phone Number: _____

SECTION III: Location

Address of current mail stop: _____

Address of new location mail stop: _____

Is this a whole agency move: ☐ Yes ☐ No
If no, will new SLC code be requested: ☐ Yes ☐ No

Effective date of relocation: _____*
* If entire agency is moving, last mail pick- up / delivery will be the working day prior to this date

Will your agency require that your mail be held during the relocation process: ☐ Yes ☐ No
If yes: Begin date: _____ End date: _____

If your current location does not receive metering services for USPS mail, but would like to request this service at the new location, please complete a "**Request for Mail service Form"** which is additionally required. (Please click here for form)

Justification for this request:

If any of the above information changes prior to your relocation date, you must contact us immediately at the above phone number in order to update submitted information.

FOR MESSENGER SERVICES USE ONLY

Date: _____

☐ Approved ☐ Denied

Reason for denial:

_____ _____
Manager – Messenger Services Director - Government Support Services