



Date Form Completed

ADDRESS REQUEST FORM

Requesting Department/Unit: _____

Requesting Person _____ Telephone # _____

Explanation of Request*: e.g., new building construction, new parking lot, etc.

* Please attach a site plan of the project as a reference to the requested address's location.

Planning, Design and Construction Project Number: _____

Facilities Management Work Request Number: _____

Street Name of Project: _____

The Pima County fee of \$83 for each address assignment must be paid by the requesting department. Please indicate a KFS account number which will be charged for this request.

KFS Account Number: _____

Please send this completed form to Jose Teran at jbteran@arizona.edu and call 621-3850 with any questions.