Tuolumne County Information Technology Department
Phone Line/Extension Request Form

All phone line deployment is controlled by the Information Technology Department. This form must be submitted for all individuals requesting **_new_** phone lines, extensions, mailboxes, or public phone numbers. Reassignments and changes of pre-existing lines should be done via the Network Access Request Form (NARF).

Request Summary

Date of Request: _____   Effective Date: _____

○ New Request   ○ Change of Existing Lines   ○ Department Transfer / Relocation

Forward Info To (If other than the requestor): _____

Please order well in advance of desired Effective Date. Some types of lines can have 30 days or more lead-time to implement.

Requestor Information

Last Name: _____   First Name: _____   Middle Initial: _____

Job Title: _____

Department/Division: _____   Location: _____

Line Information

Emulate Existing User or Line (Make the same as): _____

Existing Extension Number / Phone Number (if Transfer/Relocation): _____

Line Type (Choose One):

○ Extension Only   ○ Extension and public number   ○ Main Line (public number)   ○ Standalone Mailbox

○ Menu System   ○ Other (fax, alarm, etc.): _____

Physical Address/Location: _____

Phone Type (Choose One):

○ None   ○ Advanced VOIP phone   ○ Basic VOIP phone   ○ VOIP conference phone

○ Other (analog phone, ATA, etc): _____

☐ Voicemail Box

☐ 411 Public Record (if desired): _____

☐ e911 Address (if used as an outbound line): _____

Billing Information

Please provide billing information, order will not be placed until all information is provided.

Department: _____

Billing Code: _____

_____ _____ _____ _____
Requestor's Signature   Date   Manager's Signature   Date

_____ _____ _____ _____
PRINT Requestor's Name   Date   PRINT Manager's Name   Date

Completed forms must be emailed to ITServiceDesk@co.tuolumne.ca.us or sent to IT via interoffice mail.

Please retain a copy for your records.