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| **END USER INFORMATION** |
|  |
| **LAST NAME\*** | **FIRST NAME\*** | **EIN\*** | **USER ID\*** | **TRANSFER OR DELETION?\*** | **CORRECTIONS FACILITY\*** | **IF TRANSFER, PREVIOUS FACILITY?** |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |
|  |  |  |  | [ ]  Transfer [ ]  Deletion |  |  |

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| **AGENCY APPROVAL** |
|  APPROVAL LEVEL: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]   | Manager (direct report) | [ ]  | Upper Management | [ ]  | Delegated Authority |

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| --- | --- | --- | --- | --- | --- |
| MANAGER / DELEGATE NAME: |  | MANAGER / DELEGATE SIGNATURE: |  | DATE: |  |
|  | *Please Print* |  |  |  |  |

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