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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 |  |  |
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|  |  |  |  | Transfer  Deletion |  |  |

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| **AGENCY APPROVAL** | |
| APPROVAL LEVEL: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Manager (direct report) |  | Upper Management |  | Delegated Authority | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | MANAGER / DELEGATE NAME: |  | | MANAGER / DELEGATE SIGNATURE: |  | DATE: |  | |  | *Please Print* |  | |  |  |  | | |