



District Office Virtual Private Network (VPN) Request Form



Member Name:		District:	
Requested Due Date:			
Requestor Name:			
Requestor Phone:			
Requestor Email:			
I understand that I am responsible for the replacement cost of the equipment (Cisco router) that is supplied by Technology Infrastructure (TI) for the Virtual Private Network connection in the event that it is lost or stolen.			
Member Signature			Date:

Please Select One.	<input type="checkbox"/> Order New Service Select this option if you are opening a new office.	<input type="checkbox"/> Relocate/Change Service Select this option if you are moving an office or would like to make a change to your existing service.	<input type="checkbox"/> Disconnect/Cancel Service Select this option if you are closing an office, or just wish to cancel the existing service. Please Note: You will need to cancel service with your ISP
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Current Office Location		New Office Location <small>(Used only if moving an existing office.)</small>	
Address:		Address:	
Floor:	Room/Suite:	Floor:	Room/Suite:
City:		City:	
State:		State:	
Zip:		Zip:	
ISP/Ph:		ISP/Ph:	
Office Site Contact #1		Office Site Contact #1	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
Billing Contact / Office Site Contact #2		Billing Contact / Office Site Contact #2	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	

Virtual Private Network (VPN)

The **Internet Service Provider (ISP)** provides your office an Internet connection. Data rates and monthly charges vary. Your office is responsible for payment to your ISP for service.

Please complete and sign this form then **fax** to the Networking and Unified Communications (NUC) WAN Team at **202-226-0123** and your CAO Technical Support Representative (TSR) at 202-226-4700, then mail the original signed form to:

Mr. Richard Martins
 NCM Manager
 CAO House Information Resources (HIR)
 687 Ford House Office Building
 Washington, DC 20515

If you have questions about this form or would like assistance with placing an order, please contact the WAN Team at 202-226-0260.