



Ministry of Information, Broadcasting, Telecommunications & Information Technology

Coolidge Business Complex (former Sealy Building); Sir George Walter Highway; Antigua

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The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with the Government's mandate, has implemented a standardized user platform to provide a centralized communications system for all Government employees. Employees who may require modification to their user account i.e. name change, contact details, job title, etc. should do so by completing the 'Employee Name Change &/or Information Update Form' (see below), duly signed by his/her Permanent Secretary/Department Head to complete the process.

Please fill out the relevant sections in BLOCK LETTERS for the requested service.

Email Name Change / Employee Information Update Form	
Department Head: _____	Email: _____
Contact Tel: _____	Date: _____
Department & Ministry: _____	
Address: _____	
Type of Email Name Change Requested: Individual: <input type="checkbox"/> Shared Mailbox: <input type="checkbox"/>	
Reason For Name Change Request: _____	
Original Name: _____	New Name: _____
Original Email Address: _____	New Email Address: _____
*Please note that if requesting a new address the previous email account and address will no longer be valid.	
Information to be updated:	
Full Name: _____	
Email Address: _____	
Department: _____	
Position: _____	Contact Number: _____
Transfer Information:	
Previous Position: _____	
Previous Department & Ministry: _____	
AUTHORIZATION: (Date stamp required)	
Department Head/P.S. Name: (Printed) _____	
Department Head/P.S. Signature: _____	
Official Use Only	
Updated / Changed By: _____	Creation / Updated Information Date: _____