



Records Office
 Laboratory Services Section
 630-840-3417 (phone)
 630-840-2306 (fax)
 jrubel@fnal.gov

Name and Address form for Employee Data

This form should be used for you ON-SITE and HOME information. The information that you provide will update Personnel's, Payroll's, Mailroom's and Emergency Services' records. If you check "YES" in the public column, the information will appear in the next published and online version of the Fermilab Telephone Directory.

COMPLETE YOUR NAME, ID, AND OTHER INFORMATION BELOW

BADGE/ID NUMBER: _____ **EMPLOYEE NAME:** _____

<u>Release to Public*</u>	<u>Description</u>	<u>Changes or Additions</u>
Yes ___ No ___	Spouse's Name: _____	
Yes ___ No ___	Street Address: _____	
Yes ___ No ___	P.O. Box : _____	
Yes ___ No ___	City, State, Zip: _____	
Yes ___ No ___	Home Phone Number: (_____)_____	

PUBLIC Physical Location: _____

PUBLIC Lab Extension (s): _____

PUBLIC Pay Station: _____ Mail Station: _____
 (For paycheck/timesheet purposes (For All other mail)
 only if different than mail station)

PUBLIC E-mail: _____

Note: This e-mail address must be your FNAL.GOV e-mail address, such as: username@fnal.gov

PUBLIC On-site Pager Number: _____

Yes ___ No ___ Long Range Pager Number: (_____)_____

Yes ___ No ___ Sky Pager Number: _____

Yes ___ No ___ Cellular Phone Number: (_____)_____

***Check "no" if you object to any public release of the above information since the Directory may be provided to the public.**

EXTRA FORMS are available at: Communications Center, Mail Room, Stockroom and Records Office.

RETURN THIS FORM TO RECORDS/PERSONNEL, MAIL STATION 124

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