REQUEST FOR VPS PRINTER IDENTIFICATION NUMBER (ID) FOR LASER PRINTING

*Send completed form via email to **osc.etix@usda.gov** with a copy to **nfc.telecom@usda.gov**. You will be notified via email upon completion of the request.*

SECURITY OFFICER'S NAME	SECURITY OFFICER'S TELEPHONE NUMBER	AGENCY
ASSIGNEE'S NAME	CITY AND STATE	TELEPHONE NO.

REQUIRED INFORMATION

IP ADDRESS (Public)	QUEUE NAME (Required, if server)	PRINTER GROUPNAME If known) (Ex. NFC0 = National Finance Center)	ORIENTATION (Landscape/ Portrait))	MAKE/MODEL

Proper agency affiliation is required for the printer to be placed in the correct printer group via GROUPNAME
This information should be submitted via the Security Officer for the Agency or a Specified IT Technician

FORM AD-3005 (4/10)