

Central Mail Change of Address Form

Please fill out the required information below to permanently change your mail/package delivery address.

Employee Name:

Office Phone Number:

New Department Name:

Old Delivery Building and Room Location:

New Delivery Building and Room Location:

Please submit this form to delivery@bsu.edu to have your address mail/packages delivered to your new location. If you have any questions, please do not hesitate to reach out at 285-1803.

Central Mail Internal Notes

Received By:

Date Form Received

Address Changed By:

Date Address Changed