

**Louisiana Office of Technology Services
Telecommunications Coordinator (TC) Appointment/Update Form (OTS-11)**

☐ **New Telecommunications Coordinator Appointment Request** (Check all appropriate items)

- ☐ Include access to the telecommunications/network services bill online
☐ I am interested in Telecommunications Coordinator Orientation

☐ **Telecommunications Coordinator Information Update** (Check all appropriate items)

- ☐ The information below should be corrected for the current TC
☐ The TC listed below should be deleted
☐ The TC listed below should be deleted from the billing portal

☐ **Mr.** ☐ **Ms.** ☐ **Dr.** ☐ **Other** _____ (specify)

Name _____

LEO Personnel ID (If Available) _____

Last Four Digits of Social Security Number (If No LEO ID Is Available) _____

Title _____

Department _____

Office _____

Section _____

Address _____

City _____ **State** Louisiana **Zip** _____

Telephone _____ **Fax** _____ **Email** _____

Authority _____
(agency wide, statewide, etc.)

Responsible for ☐ **Voice** ☐ **Data** ☐ **Voice and Data**

List all OTS-NCS account unit numbers under new TC's authority (☐ separate sheet attached)

This TC is authorized on behalf of the account units listed here to make changes and additions for telecommunications equipment and services and to obligate related funds.

Signature of Appointing Authority _____

Printed Name of Appointing Authority _____

Title of Appointing Authority _____

Signature of Newly Appointed TC _____

Date _____

Use Acrobat Reader to open and complete the form. Sign and date, then scan and email the completed form to
doa-ots-ncsknowledgemanagement@la.gov.