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# IT DEPARTMENT REQUEST FORM FOR VOLUNTEER

## CURRENT VOLUNTEER INFORMATION:

LOCATION: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ REPORTS TO: \_\_\_\_\_

**Requested by:**

Request Date: \_\_\_\_\_

\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
(Signature)

**Employment Verified by HR:**

Verification Date: \_\_\_\_\_

\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
(Signature)

EXECUTED BY (initials):	REQUEST:
	<input type="checkbox"/> Computer: _____ Log in ID: _____ P/W: _____
	<input type="checkbox"/> E-mail Address: _____ P/W: _____
	<input type="checkbox"/> Separation Request
	<input type="checkbox"/> Other requirements:

**IT Department Request Completion Certification:**

Certification Date: \_\_\_\_\_

\_\_\_\_\_  
(Name, Title)

\_\_\_\_\_  
(Signature)

### DOWNTOWN BROOKLYN

81 Willoughby Street  
Brooklyn, NY 11201  
Tel.: 718 - 522-9073

### MIDTOWN MANHATTAN

1293 Broadway/One Herald Center  
New York, NY 10001  
Tel.: 212-672-6450

### NORTH MIAMI BEACH

3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel.: 786-279-1740