

# INFORMATION TECHNOLOGY CENTER

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The ITC center provides centralized email accounts for Government Officials. This service is given in an effort to improve communication between departments/employees and to reduce communication costs.

Please note that the **Acceptable Use Policy**, which you must agree to, can be found on at [http://www.ab.gov.ag/gov\\_v2/government/parliament/laws/policy\\_use.pdf](http://www.ab.gov.ag/gov_v2/government/parliament/laws/policy_use.pdf).

**Please fill out the relevant sections in BLOCK letters for the requested service.**

| EMAIL REQUESTS  |                            |        |
|---|----------------------------|--------|
| Request date:   | Department Head:           |        |
| Hours of operation:   | Contact Tel:               | Email: |
| Ministry/Division: Address:   |                            |        |
| Suggested Department Email: _____ e.g. infotech(@antigua.gov.ag)                          |                            |        |
| Alternate name: _____   |                            |        |
| <b>Name</b>   | <b>Position</b>            |        |
| _____   | _____                      |        |
| _____   | _____                      |        |
| _____   | _____                      |        |
| _____   | _____                      |        |
| <b>(If there are more names to be given emails, please include them on the back page)</b> |                            |        |
| <b>AUTHORIZATION: (Dated Stamp required)</b>  |                            |        |
| Division Head/P.S. Name: (Printed) _____  |                            |        |
| Division Head/P.S. Signature: _____   |                            |        |
| OFFICIAL USE ONLY   |                            |        |
| Effective date: A/C Delivered/Collected:  | Date Account(s) Activated: |        |