

**U.S. Department of Justice
Employee Contact Information Sheet**

email to DOJ Switchboard
Ex_DOJLocatorSOBO@jmd.usdoj.gov

Type of Action: (check one) New Change

EMPLOYEE IDENTIFICATION

Name (Last, First, Middle Initial):

OFFICE ADDRESS

Organization Name: Civil Division

Building Name (if any):

Street Address:

City:

State:

Zip Code:

Office Telephone Number {include area code and extension}:

OPTIONAL CONTACT INFORMATION

Home Telephone Number {include area code}:

Pager Number {include area code & PIN}:

Cellular Telephone Number {include area code}:

Employee Signature:

[click to sign or print to sign](#)

Date:

Email completed form to the DOJ Switchboard

*****For Switchboard Use Only*****

Signature of enterer:

Date entered: