

## Advancement Information Request Form

The Office of Development processes all addresses through the NCOA database every 90 days as required by USPS. We can provide the verification form to mail services or your department as needed.

Department: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ Submitted date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Email: \_\_\_\_\_

Report to be used for:  Holiday Card  Invitations  Letter Mail Merge  Mailing Labels  Newsletter

Sort Order:  Alpha Name  Amount  Degree Year  Zip Code

Other \_\_\_\_\_

Other \_\_\_\_\_

Constituent type(s):  All  Alumni  Corporation  Faculty/Staff  Foundation  Friend

### Information desired:

Name  Email  
 Address  Employment  
 Contact Name  Job Title

Salutation  
 Phone Number

College \_\_\_\_\_

Major \_\_\_\_\_

Degree Year \_\_\_\_\_

Degree \_\_\_\_\_

Other \_\_\_\_\_

Comments or  
Special Instructions:

**Print form and mail to SKH 318 or Fax to 824-6462.**

**Email: [marcie.eppling@uah.edu](mailto:marcie.eppling@uah.edu)**

Please note that by submitting this form you are agreeing to use the information received for the purpose stated in this request only. Our database is constantly updated with new information so please request a new list each time and never re-use a list. Also, be sure to forward any updates you receive to our office so that we can make the appropriate changes on our end.

**Please allow a minimum of two weeks for the processing of your request! Thank You.**