Use this form to request a list of names and addresses from which mailing labels can be created. Submit to hr@txstate.edu or fax to 512.245.1942.

**Contact person for this request:**

|  |  |
| --- | --- |
| Name: |  |
| Phone: |  |
| Email: |  |
| Date Needed: |  |

**Type of Employee**

|  |  |
| --- | --- |
|[ ]  Faculty (50 – 100% FTE) |[ ]  Faculty (less than 50% FTE) |
|[ ]  Staff (50 – 100% FTE) |[ ]  Temporary Staff (hourly NSNR) |
|[ ]  Student Workers (hourly) |[ ]  Graduate Students |

**Include persons not paid by Texas State**

|  |
| --- |
|[ ]  Yes |
|[ ]  No |

**Gender**

|  |
| --- |
|[ ]  Male |
|[ ]  Female |

**Division**

|  |
| --- |
|[ ]  All |
|[ ]  Office of the President |
|[ ]  Information Technology |
|[ ]  Academic Affairs |
|[ ]  Finance and Support Services |
|[ ]  Student Affairs |
|[ ]  University Advancement |
|[ ]  Athletics |

**Address**

|  |
| --- |
|[ ]  Campus mail |
|[ ]  Home (excludes employees who have elected privacy) |

**Please indicate any other selection criteria or special instructions:**

|  |
| --- |
|  |