Use this form to request a list of names and addresses from which mailing labels can be created. Submit to [hr@txstate.edu](mailto: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:**

|  |
| --- |
|  |