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| **Special Service Circuit Request Form** | |
| Use this form to submit your request for any service other than regular POTS (Plain Old Telephone Service) lines or ISDN Telephone service. If you are unable to complete any fields, please contact one of the following managers: | |
| A meeting and/or field visit may be arranged to better determine the circuit requirements.  **SPECIAL NOTE TO Y-12 CUSTOMERS: No external circuits terminating inside Y-12 NSC will be installed until ORF-ICN receives an approval notice from the Y-12 USN manager and the Computing and Telecommunications Security Organization (CTSO).  Please read the** [**Y-12 Configuration Control Measures for Data Communications Services**](Configuration%20Control%20Measures.docx) **document, print out the Risk Assessment form, complete the form, sign and deliver it to James Gardner (865-574-9391) at 602 Scarboro Road (New Hope Center) room N2.305 or send to mail stop 8227 for approval.** | |
| **Charge Code**  **Required by Date**    **NOTE: No order can be processed without a *valid* charge code.** | |
| **Requester** | |
| **Name**  **Email**   **Telephone** | |
| **Contact** | |
| **Name**  **Email**   **Telephone** | |
| **Location** | |
| **From** (building/room number)   **To** (building/room number) | |
| **Circuit** | |
| **Select Circuit Type**    **Note:** See circuit descriptions table for additional information.   **IMPORTANT: Please indicate in Service Description  box below whether a 2 or 4 wire circuit is required.** | |  | | --- | |  | |  | |  | |
| **Circuit Quantity or Subscriber Quantity** | |
| **Service Description/Remarks** (describe important details here) | |
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