

## LOCATION MANAGEMENT FORM INSTRUCTIONS

The Sunflower Location Management Form is used to request the addition, modification or retirement of a site or building record. This form allows for multiple entries. To input another row, simply tab in the last cell and a new row will be created.

To modify an entry, use the *Modify Entry* section on page 2.

Please fill out all fields that are not shaded on the form on page 2. Any fields with an asterisk (\*) denote a required field.

**Requested By:** Requestor's name

**Date:** Date of request

**Email:** Requestor's email address

**Phone:** Requestor's phone number

**Action:** The type of request: **N** for New or **R** for Retire

**Update:** This is for modifications only. In the first row for Previous, input the current information. In the second row for Modified, input the modified information.

**Site Name:** Provide the City and State for the Site, if in the U.S.A. Provide the City and Country for international Sites.

**City, State, Zip Code:** Provide the city, state and zip code of the Site

**Building Name:** Provide the building name

**Street Address:** Provide the building's street address

**Effective Date:** Provide date this change will be effective

Submit completed forms to the Sunflower Helpdesk ([sunflowerhelpdesk@doc.gov](mailto:sunflowerhelpdesk@doc.gov)).



## LOCATION MANAGEMENT FORM

Requested By: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Date: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

The Sunflower Location Management Form is used to request the addition, modification or retirement of a site or building record.

NEW/RETIRE SITE RECORD			
Action* (N/R)	Site Name*	City, State, Zip Code*	Effective Date*

NEW/RETIRE BUILDING RECORD				
Action (N/R)*	Building Name*	Street Address*	Site Name*	Effective Date*

MODIFY SITE/BUILDING RECORD					
Update	Site Name*	Building Name**	Street Address	City, State, Zip Code	Effective Date*
Previous					
Modified					

*\* denotes a required field*

*\*\* required if a building record is being modified*