

**REQUEST FOR ADDRESSES OF
IOWA STATE UNIVERSITY EMPLOYEES**

Departments and organizations may request email and/or campus addresses of faculty and staff that are in the current ISU Campus Directory. HRS charges \$20.00 for these lists. There may be additional charges for ITS to process. Email must be processed in accordance with [ITS mass communication procedures](#). Campus mail must be processed in accordance with [Postal & Parcel regulations](#).

Today's Date: _____ **Date Information Needed By:** _____

Department/organization name: _____

Fund Account: _____

Project Name: _____

Requester:

Name _____ Title _____

Phone _____ Email _____

Type of Request (please check those that apply):

_____ Email Address
_____ Campus Address
_____ Other: _____

Employee Population to Select (please check those that apply):

_____ All ISU faculty and staff
_____ Faculty
_____ Contract
_____ Professional & Scientific
_____ Merit
_____ Post Doc

***Purpose of Request:**

ISU IRB ID #, as appropriate: _____

*If this is a human subjects project, approval may take several days.

In consideration of the privacy of Iowa State University employees, I agree that I will use this information for my own purposes, and that I will not distribute it to any other person or organization.

Signature of Requester

Printed Name & Title/Position

Approval Signature(s)
Department Head, Director, or Organization Advisor

Printed Name & Title

Signature of HRS Approver

Upload completed pdf to the Request a Mass Email Campaign form via Iowa State Service Portal.
A link to the form can be found at www.registrar.iastate.edu/faculty-staff/data-systems