



Directory Assistance

Finance & Administration

UNIVERSITY OF GEORGIA

Phone: 706-542-3000

Fax: 706-425-3255

Departmental Listing Update Request Form Instructions

Completion and submission of this form will update your departmental listing in the Directory Assistance (706-542-3000) database.

Enter complete name of department.

Enter date request is submitted.

Enter specific departmental listing update names, area code, and phone number.

Use special instructions section to add effective dates, additions, deletions, etc.

This form must be signed by your Telephone Representative or Department Head.

Fax forms to Directory Assistance at 706-425-3255.

If you need assistance, contact Christine Long at 706-542-3000 or you may email dirasst@uga.edu.



The University of Georgia

Directory Assistance
Phone: 706-542-3000
Fax: 706-425-3255
dirasst@uga.edu

For Directory Assistance Use Only

Operator:

Date Modified:

Departmental Listing Update request Form

Completion and submission of this form will update your departmental listing in the Directory Assistance (706-542-3000) database.

Department:		Date Submitted:	
Department listing update*	Area code	Telephone Number	
*Note: Only department listings in the Directory Assistance database may be updated using this form. Listings for individuals may be updated through Human Resources.			
Special instructions:			
Requested by:	Telephone Representative or Department Head only		