



Ministry of Information, Broadcasting, Telecommunications & Information Technology

Coolidge Business Complex (former Sealy Building); Sir George Walter Highway; Antigua

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The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with the Government's mandate, has implemented a standardized user platform to provide a centralized communications system for all Government employees. Request for deactivation of a user account **must** be submitted in writing via the 'O365 User Account – Deactivation Form' (see below), duly signed by his/her Permanent Secretary/Department Head to complete the process.

Please fill out the relevant sections in BLOCK LETTERS for the requested service.

Deactivation of Email Account Form	
Date: _____	Department Head: _____
Contact Tel: _____	Email: _____
Department & Ministry: _____	
Address: _____	
Email Deactivation Information: Individual: <input type="checkbox"/> Shared Mailbox: <input type="checkbox"/>	
Individual: Name of Employee: _____ Reason for Request: _____	
Shared Mailbox: Name of Shared Mailbox: _____ Reason for Request: _____	
<i>*Please indicate and add any additional individual/shared emails to be deleted on the back of the form</i>	
<i>** Prior to de-activating the account, please advise if access to the account is required. Please note access will be granted for a period of 14 calendar days upon receipt of request.</i>	
Person Requesting Temporary Access (If Different From Department Head / P.S.):	
Name: _____	Position: _____
AUTHORIZATION: (Date stamp required) Department Head/P.S. Name: (Printed) _____	
Department Head/P.S. Signature: _____	
Official Use Only	
Account Deactivated By: _____	Date: _____