Please use the form below to inform us of any telephone or data updates that need to occur.

All requests require a minimum of a 2-week notice from October through April and 4-week notice for May through September.

Price List for state accounts (For non-state accounts, add 15.51% surcharge):

- Moving existing extension from one jack to another: $153
- Deactivate a data jack from one location & activate it in another location*: $88

* Deactivating a data jack in your current location and Activating a data jack in a new location should only be done if the new location doesn’t have an active data jack.

** Calling Capabilities for PSCs are: International, Continental US, New York State, or 518 Area Code

***Account number and signature from an authorized signatory is mandatory. Work orders will not be processed without these pieces of information.

For immediate assistance, please call the Telecommunication Service Center at 73800.
Fax completed form to extension 73810 or mail to: Office of Telecommunications, Management Service Center, Room 209
A representative from the Office of Telecommunications will contact you with the date that the work has been scheduled.

Updated: 05-12-2012