



ICN Circuit *MOVE*



Date of Request: ____/____/____ Requested Move Date: ____/____/____

Agency Name: _____ NCIC ORI: _____

Station: _____ Circuit ID #: _____ AU Billing #: _____

Requestor's Name: _____ Phone #: () _____

Fax#: () _____ E-mail Address: _____

Present Circuit Address: _____

City: _____ State: _____ Zip Code: _____ Rm: _____

Flr: _____

Information for new Telco Demarc Location and Router Equipment (Required):

Outside Move (provide new address below) Inside Move

New Circuit Address: _____

Telco Demarc Room #: _____ Floor #: _____

Router Room #: _____ Floor #: _____

Data Jack Location Room #: _____ Floor #: _____ Wall: _____

Will your agency be moving and connecting router to new location (check one): Yes No

Inside Wiring from Demarc (check one): AGENCY TELCO (charges apply) OTHER VENDOR

Primary Site Contact Name: _____ Phone #: () _____

Cell #: () _____ E-mail Address: _____

Secondary Site Contact Name: _____ Phone #: () _____

Cell #: () _____ E-mail Address: _____

Billing Contact Name: _____ FEIN: _____

Phone #: () _____ E-mail Address: _____

Comments (include restricted site information): _____

Send form to: Illinois State Police, Logistics
808 South 7th St, Suite 200W
Springfield, Illinois 62703
Fax (217) 524-1068
Phone (217) 524-0089
ISP.LeadsCircuit@illinois.gov

Agency Head Signature

Agency Head Name (please print)

Agency Head Title (please print)

ICN Circuit Move Information

Two forms are needed in order to move an active ICN Circuit: the Illinois State Police ICN Circuit Move as well as the CMS Telecommunications Data Services Order Request (TDR). Both forms must have an authorized signature. The TDR form must be signed in Box 4 to authorize the payment of services and the ISP will complete the remainder of the form. Both completed forms should be returned to Karen Kaylor at the address indicated on the ICN Move form.

Circuit moves take approximately 45 calendar days from date of receipt of all forms by ISP. A routine circuit move will cost approximately \$800 to \$1100.

You can expect your circuit to be down for approximately 4 hours on the day of the scheduled move. If downtime is not acceptable, you could elect to install a “new” ICN Circuit. This would require you submit the *ICN Circuit Order Form* for the new circuit at the new location, followed by the *ICN Circuit Disconnect Form* to remove the circuit located at your current address.

AU #: State of Illinois 10 Digit Agency Billing Number located on Central Management Services vouchers.

EQUIPMENT (ROUTERS): You can move your circuit equipment (routers) or elect for CMS to do this. Please indicate on the form.

INSIDE WIRING: Who do you want to install the wiring after the telco circuit terminates at the Telco Demarc? Will your own personnel install the inside wiring? If so, check AGENCY. Do you want telco to install the inside wiring? If so, check TELCO (Time and material will be charged at the rate of \$200 for the first ½ hour and \$85 each additional ½ hour). Will you have another vendor install the inside wiring? If so, check OTHER VENDOR.

PRIMARY & SECONDARY SITE CONTACT: Individual that will assist CMS and/or the Telco and who will know where the Demarc and router equipment are located.

FEIN: Federal Employee Identification Number (**Order Cannot Be Processed Without This Number**)

COMMENTS (RESTRICTED SITE INFORMATION): In this area, in addition to any comments you have, please provide the hours and days site contact personnel will be available to give telco access to the building. Also indicate here if prior approval or notice is required before telco can access the building.