



SUBSCRIBER REQUEST

ALMR Help Desk
907-334-2567 Anchorage & Outside Alaska
888-334-2567 Outside Anchorage exchange
907-269-6797 Fax
Email: ALMR-Helpdesk@beringstraits.com

Please complete the following information for **all** requests. Incomplete information may cause a delay in service.

GENERAL INFORMATION					
Department Name (i.e. Health & Social Services) <i>Required</i>	Division (if applicable) (i.e. Juvenile Justice)	Agency (if applicable) (i.e. Fairbanks Youth Facility)	Date <i>Required</i>	Requestor Name <i>Required</i>	Contact Phone Number <i>Required</i>
Contact Email <i>Required</i>		Requested Due Date All requests will be processed within three (3) business days. If this request is an emergency please follow up with a phone call to the ALMR Help Desk after submitting your request.		Area in which the Radio will be assigned Zone 1: South of Denali Hwy Zone 2: North of Denali Hwy Zone 3: South Eastern Alaska Zone 5: Western Alaska <i>Required</i>	

For Radios that will be permanently deleted from the system, agencies are responsible for sanitizing and scrubbing both encryption and codeplugs, refer to Policy/Procedure 200-4 . By submitting this form to the ALMR Helpdesk you are verifying this process will be completed.

[illegible]

REQUESTED SERVICE - An Excel spreadsheet will be accepted if submitted with this form

[illegible]