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| Bookshare Change of Organizational  Primary Contact Authorization |  |

Bookshare has received a request to replace the Primary Contact on an organizational account because that Primary Contact either a) is no longer employed with your educational institution, or b) has not replied to our attempts to contact them for confirmation. This form serves to confirm that the requester is authorized to assume the organization’s Primary Contact responsibilities and is currently employed by the organization. The individual requesting to be the new Primary Contact should enter his/her name and job title below and then obtain the signature of an appropriate administrator to confirm approval of this change.

First and Last name of Prospective Primary Contact

Job title of Prospective Primary Contact

Email Address and Phone number of Prospective Primary Contact

The foregoing is approved by the educational institution:

Signature of Principal/Vice Principal, Superintendent or equivalent Date

Printed Name of Principal/Vice-Principal, Superintendent or equivalent

Email Address of Principal/Vice-Principal, Superintendent or equivalent

Organization Name (as indicated on organizational account)

Current Primary Contact Name (as indicated on organizational account)

Organization Address and Phone Number

**Email, fax, or mail this completed form, including an original signature, to:**

BOOKSHARE

3790 EL CAMINO REAL, SUITE 1072

email: [membership@bookshare.org](mailto:membership@bookshare.org) **--OR--** PALO ALTO, CALIFORNIA 94306

fax: (650) 475-1066

Please contact us with any questions: <http://www.bookshare.org/contactUs>