**WorkSource Locator Change Request**

Use this form to submit change requests to WorkSource Systems Support (WSS) for the [WorkSource locator](https://worksourcewa.com/microsite/content.aspx?appid=MGSWAOFFLOC&pagetype=simple&seo=officelocator) page on WorkSourceWA.com.

Requests should be submitted by the Workforce Development Area [Brand and Media group designee](https://worksourcebrandbasecamp.wa.gov/about/brandandmediagroup/contacts).

***Please complete only those fields that represent a change*** to the existing data on WorkSourceWA and then attach this form to a Remedy ticket.

If you do not have the ability to open a Remedy ticket, attach this form to an email with the subject of “Update WSWA Locator” and send to ESDDLITBITechnicalSolutions@ESD.WA.GOV

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| --- | --- |
| Type of change: |  |
| Type of office: |  |
| Office Name: |  |
| Counties served: |  |
| Operational status: |  |
| Service options and availability: |  |
| For up-to-date service information: |  |
| Note: |  |
| Hours: |   |
| Street address: |   |
| Main phone: |   |
| Fax: |   |
| Email: |   |
| Services offered link: |  |
| Hire a veteranPhone:Fax:Email: |  |
| Business servicesPhone:Fax:Email: |  |
| Farmworker staffPhone:Fax:Email: |  |
| Website: |  |
| Other or new field? |  |
| Will staff services in ETO be attached to this site? |  |
| Will RESEA (UI) customers need to be directed to this office? |  |
| Effective date: |  |
| Request submitted by: |  |
| Request submitted on behalf of: (local director) |  |