|  |
| --- |
| **Before selecting the email address located on the bottom of the form, save a copy of this form to your computer. The completed form should then be attached to your email to West. The form may also be faxed to the number located on the bottom of this form**. |
| Company Name (required) |  NENA ID (required) | Today’s Date (required) |
|  |  | **/** **/** |
| Contact Name (required) |  Contact Phone Number (required) | Requested Extract Date (required) |
|  |  **(****)** **-**  |  **/    /** |
| Contact Email Address (required) | Connect Enterprise Mailbox ID |
|  |  |
|  |
| Extract Parameter | [ ]  Company (AT&T-Southeast Region\*\*) | [ ]  States (Please Specify which states) |
|  | [ ]  Company (AT&T-Midwest Region\*\*) | [ ]  State (Please Specify) |
| \*\*Company refers to states listed below that contain records for the provided NENA ID in the associated region:AT&T-Midwest: IN, IL, MI, OH, WI AT&T-Southeast: AL, FL, GA, KY, LA, MS, NC, SC, TN |
| States | [ ]  AL | [ ]  GA | [ ]  IN | [ ]  LA | [ ]  MS | [ ]  OH | [ ]  TN |
|  | [ ]  FL | [ ]  KY | [ ]  IL | [ ]  MI | [ ]  NC | [ ]  SC | [ ]  WI |
|  |
| **All record layouts will be in NENA512 Character Format utilizing ASCII Language** |
| **Extract Delivery Method**(Check One)[ ]  Connect Enterprise\*\*\* [ ]  Email (Password Protected) \*\*\* Please provide a Mailbox ID |
| **For purposes of accurately reconciling your data, it is imperative that the date of your extract file match the date of the West extract you receive. West's files for this reconciliation will be extracted after service orders posted for the day prior to your extract date. Example: If your extract date is 12/03/18, It will contain service order activity through 12/02/18.****Additional extract requests with the same NENA ID and state(s) within the calendar year may incur a charge.** |
| **Comments** |
|  |
| **West use only** |
|  |
| **Wireline Recon Team Direct Line: 720.494.6316****Email address:** **wirelinerecon.safetyservices@west.com****1601 Dry Creek Dr****Longmont, CO 80503** |





**AT&T E9-1-1 Database Extract Request**