

FEDLINK ID:

Form Date:

## INSTRUCTIONS

Use this form to update or add contacts to a FEDLINK account. If you have questions or need assistance completing this form, email [fliccfo@loc.gov](mailto:fliccfo@loc.gov) or call 202-707-4900.

- a. **Official IAA Contact:** The interagency agreement (IAA) contact receives the IAA, delivery orders, and account statements and other mailings. Accounts must have one official IAA contact.
- b. **Agency Contracting Officer:** Procurement officers support agency use of FEDLINK and its required processes, procedures, and contracting responsibilities.
- c. **Library Management Contact:** Directors and managers assign official IAA contact.
- d. **Additional Library Contact:** Library staff support the IAA contact.

- ▶ **1. Choose one option to update** (change additional addresses on page 2):
  - a. Official IAA Contact
  - b. Agency Contracting Officer
  - c. Library Management Contact
  - d. Additional Library Contact

**First name:**

**Last name:**

**Title:**

**Agency:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

## SIGNATURE/SUBMIT

By signing and submitting this form to FEDLINK, you are updating the FEDLINK record for your agency. **When completed and signed, email this form to [fliccfo@loc.gov](mailto:fliccfo@loc.gov).**

### Electronic Signature

(FEDLINK will also accept forms scanned with original signature.)

## ADDITIONAL CONTACT CHANGES

### ▶ 2. Choose one option to update:

- a. Official IAA Contact
- b. Agency Contracting Officer
- c. Library Management Contact
- d. Additional Library Contact

**First name:**

**Last name:**

**Title:**

**Agency:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

### ▶ 3. Choose one option to update:

- a. Official IAA Contact
- b. Agency Contracting Officer
- c. Library Management Contact
- d. Additional Library Contact

**First name:**

**Last name:**

**Title:**

**Agency:**

**Mailing address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

When completed and signed on page 1, email this form to [fliccfo@loc.gov](mailto:fliccfo@loc.gov).