

## Modification of Contact Details Form

This document may be used by a carrier to transmit new contact details, to modify the previously communicated contact details, and to ask for the deletion of previously communicated contact details.

This form should be sent to the [carriers\\_onboarding@eulisa.europa.eu](mailto:carriers_onboarding@eulisa.europa.eu) mailbox by the Carrier SPOC. Please add “**Contact Registration**” in the subject field of the e-mail.

<b>Carrier Submission ID</b>		<i>Mandatory (e.g. C0191) assigned by eu-LISA and communicated to the carrier</i>
<b>Carrier Company Commercial Name</b>		<i>Mandatory</i>
<b>Service Provider<sup>1</sup></b>	<i>Mandatory IF the Contact Person is of the Service Provider's Entity</i>	
	<b>Organisation Name</b>	
	<b>System Name</b>	
<b>Reason of Contact Request</b>		<i>Mandatory (Tick only one)</i> <input type="checkbox"/> Create a new Contact <input type="checkbox"/> Update current Contact's details <input type="checkbox"/> Delete current Contact
<b>Contact details</b>	<i>Mandatory Contact's data (* obsolete when Contact deletion is requested)</i>	
	<b>Name</b>	
	<b>Surname</b>	
	<b>Postal address*</b>	
	<b>e-mail</b>	
	<b>Phone*</b> (e.g. +31 (0) 123456789)	
	<b>Mobile phone*</b> (e.g. +31 (0) 123456789)	
	<b>Time zone*</b> (e.g. UTC +2)	
		<i>Mandatory (Tick only one)</i>

<sup>1</sup> Registration is required only for carriers. Contact details of Service Providers may be provided in order to facilitate the testing procedures and the access to the carrier interface.

<b>Contact Role</b>	<input type="checkbox"/> The Carrier's legal representative <input type="checkbox"/> The SPOC for the Carrier <input type="checkbox"/> The backup for the POC <input type="checkbox"/> A functional e-mail address <input type="checkbox"/> The Carrier's Contact Point for the System-To-System channel <input type="checkbox"/> The Carrier Service Provider's Contact Point for the System-To-System channel <input type="checkbox"/> A technical contact for a specific topic <input type="checkbox"/> The SPOC for staff registration <input type="checkbox"/> Other: .....
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Contact Roles description	
<b>Carrier's legal representative</b>	Is the legal representative of the company
<b>Carrier's SPOC</b>	Is the administrative Single Point of Contact for the Carrier Entity
<b>Backup POC</b>	Is the backup administrative Point of Contact for the Carrier Entity
<b>Functional e-mail address</b>	Is an additional functional contact that the Carrier wish to add in the communication flow
<b>Carrier's Contact Point for the System-To-System channel</b>	May be a technical point of contact in the Carrier's Organisation that will manage the communication related to the System-to-System integration
<b>Carrier Service Provider's<sup>2</sup> Contact Point for the System-To-System channel</b>	In the case the System-to-System integration is managed by an external Service Provider, is the technical point of contact that will manage the communication related to the System-to-System integration
<b>Technical contact for a specific topic</b>	May be an additional technical contact that the Carrier wish to add in the communication flow
<b>SPOC for staff registration</b>	Is the Carrier entity that will manage the Carrier's Staff Members registration for the Web Portal and Mobile Application interfaces

<sup>2</sup> Registration is required only for carriers. Contact details of Service Providers may be provided in order to facilitate the testing procedures and the access to the carrier interface.