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| **DATE**: Click or tap here to enter text. |
| **REQUESTOR’S NAME:** Click or tap here to enter text. |
| **EMAIL ADDRESS:**  Click or tap here to enter text. |
| **AGENCY:** Click or tap here to enter text. |
| **REQUEST #** (For FEI only): N/A |

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| **TITLE FOR THE REPORT:** Click or tap here to enter text. |
| **PLEASE PROVIDE A BRIEF DESCRIPTION OF THE REPORT:** Click or tap here to enter text. |
| **DATA FIELDS TO BE INCLUDED:**

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| ***COLUMNS*** | ***DESCRIPTION*** |
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| **HOW THE DATA SHOULD BE SORTED:**Click or tap here to enter text. |
| **WHO WILL TEST THE REPORT:** Click or tap here to enter text. |
| **WHO WILL USE THE REPORT:** Click or tap here to enter text. |

*Note: Change Log on the next page is to be completed only if you need changes or additions after your original request.*

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**NAME OF THE REPORT:** Click or tap here to enter text.

**REQUEST #** (For FEI only): N/A

**CHANGE/UPDATE REQUEST TYPE:**

[ ]  **Change/update to current report request (***for reports that are not yet Published and still on queue***)**(*please complete Change Log below*)

[ ]  **Change/Update to existing published report (***for reports that are already been Published***)**(*please complete Change Log below*)

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| **CHANGE LOG** |
| **Date** | **Description of Change** | **Requested by** |
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