



Alias Change Request Form

Requesting Agency Information					
Agency Name Requesting Change:					
Point of Contact:					
Phone:	Work:		Cell:		
Email Address:					
Signature:				Date:	

See Page 3 for INSTRUCTIONS

*Equipment Type <small>ie: APX6000</small>	*Radio ID <small>ie:114175XX</small>	*Serial # <small>ie: 656ABC1234</small>	*Old Alias <small>ie: SLC-L-XXX1234P</small>	*New Alias

The requesting agency is responsible to contact the ECC to have the alias on the radio display changed.

All Changes will be performed As Soon As Possible.

E-Mail this form to: ECC_Customer_Service@stlouiscountymo.gov

Alias Change Approval (to be completed by ECC Admin)					
Alias changed in:	<input type="checkbox"/> Radio	<input type="checkbox"/> MCM	<input type="checkbox"/> SLATER	<input type="checkbox"/> MOSWIN	ECC Admin Initials:
	<input type="checkbox"/> RM	<input type="checkbox"/> UNS	<input type="checkbox"/>		
Approved By:					
Approval Signature:				Date:	

INSTRUCTIONS

1. EQUIPMENT TYPE



The Equipment Type can be found on the Motorola label near the top of the radio. Example: APX4000/6000/7000.

2. RADIO ID



The eight digit **Radio ID** can be found by transmitting on the radio and reading the ID displayed on another radio.

3. **Serial Number** This ten digit number is found by removing the battery on a portable radio.

4. ALIAS NAME



The **Old Alias** name is found at the bottom of the display on portable radios. The Alias is not displayed on Police and Fire mobile radios.

5. **The New Alias** name should only modify the last 5 digits of the Old Alias.