



ARAPAHOE COUNTY  
COLORADO'S FIRST

**Public Works and Development**  
6924 S Lima Street Centennial, Colorado 80112  
Phone: 720-874-6650 FAX 720-874-6611

**Referral List-Update Request Form**

We are converting to an electronic referral system, it is imperative that we have an accurate e-mails to reach everyone.

We requesting agencies create a generic referral e-mail inbox so it will stay constant even when staff changes. Something like referrals@yourcompany.com. (Our incoming mailbox is referrals@arapahogov.com.)

We are asking that agencies update changes online. Please see link to our form below:

<http://www.co.arapahoe.co.us/DocumentCenter/View/6751>

<b>Company Name</b>  <b>Care of Agency (if any)</b>  <b>Your Name (contact)</b>  <b>Address, State, City, Zip</b>	<input type="checkbox"/> Ok as is <input type="checkbox"/> Please make the following changes as marked: <input type="checkbox"/> Remove from your list/ no longer associated with this agency
Phone	
Fax	
E-mail	
Please describe your affiliation	<input type="checkbox"/> I am the <b>Primary Contact</b> <input type="checkbox"/> I am replacing (Person's Name) _____ <input type="checkbox"/> This person has changed positions within the Company They now have the title _____ and may be reached at (ph.) : _____ <input type="checkbox"/> This person has left the Company  Other Comments: We believe you may contact (name) _____ for further info.

OR

You may scan and e-mail to: [referrals@arapahogov.com](mailto:referrals@arapahogov.com) or FAX 720-874-6611

*Thanks so much for your assistance!*