



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF BUSIA
DEPARTMENT OF STRATEGIC PARTNERSHIP, ICT
AND DIGITAL ECONOMY
P. O BOX PRIVATE BAG – 50400 BUSIA –KENYA
 Email: ictstrategicpartnership@busiacounty.go.ke.



E-Mail Account Request Form

Completed Forms Should Be Returned to: **ICT- OFFICE, County HQs (Room #41) or Pramukh Plaza**
1st Floor – ICT Office

Or

Email to: admin@busiacounty.go.ke (Allow 3 Business Days for Processing)

Please Print or Fill/Type All Information Clearly (Illegible and incomplete forms will not be processed)

PART A: To be filled by the USER			
Title:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mrs.
	<input type="checkbox"/> Ms.		<input type="checkbox"/> Permanent <input type="checkbox"/> Contract
			End Date (<i>for contract</i>):
First Name:		Last Name:	
ID/Passport No.		Payroll No.	
Department/Office:		Job Title:	
Requested Email Address: <i>E.g. Xyz.cse@busiacounty.go.ke</i>			
Contact No:		User's existing Email <i>E.g. xyz@yahoo.com</i>	
➤ <i>In signing below, I agree that I will maintain the privacy of my user ID and password and that I will not enable another person to access information using my account. This account will automatically be deleted upon my termination as an employee or account inactivity of six months</i>			
User Signature:		Date:	_ _ / _ _ / 202_
➤ <i>It is HIGHLY recommended to change the given password after your first login.</i>			
PART B: To be filled by the Head of the Department/Office/CHIEF OFFICER			
➤ Please give the above user an access to our busiacounty.go.ke mail server.			
NAME: _____			
SIGNATURE: _____			<u>STAMP AND DATE.</u>

PART C: To be completed by ICT-OFFICE			
Email ID (default is first letter from [firstname.lastname@busiacounty.go.ke]):			
USERNAME:		PASSWORD:	
GIVEN BY:			
_____	_____	_____	
NAME	SIGNATURE	DATE	