

# KINGDOM HALL INFORMATION

Please fill out the required fields (indicated with an asterisk), and provide all details that need to be updated with the branch office. (Note: If proposing the formation of a new congregation, the congregation number should be left blank. The effective date and congregation name are subject to change after review by the branch office.) Send the completed form to the Service Department, preferably from the congregation's jw.org inbox. The words "Kingdom Hall Information" should be included in the subject line of the message.

\* **Congregation number:** \_\_\_\_\_ \* **Effective date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

\* **Congregation name:** \_\_\_\_\_

**Kingdom Hall address:** \_\_\_\_\_  
(Street address—Line 1)

\_\_\_\_\_  
(Street address—Line 2)

\_\_\_\_\_  
(Street address—Line 3)

\_\_\_\_\_ (City) \_\_\_\_\_ (Province or state) \_\_\_\_\_ (Zone or code)

\_\_\_\_\_ (GPS latitude coordinate) \_\_\_\_\_ (GPS longitude coordinate)

**Telephone number 1:** \_\_\_\_\_ **Telephone number 2:** \_\_\_\_\_

Changes in the congregation's meeting schedule should be provided below only if the congregation does not have access to jw.org.

**Meeting schedule:** Midweek Meeting \_\_\_\_\_ (Day) \_\_\_\_\_ (Time)

Weekend Meeting \_\_\_\_\_ (Day) \_\_\_\_\_ (Time)

**If applicable, check one of the boxes below:**

- Moving to a Kingdom Hall (Indicate if the move is permanent or temporary in the comments field below. If temporary, state the duration of stay.)
- Moving to a rented facility (Explain the reason and estimated duration of stay in the comments field below.)
- Proposing the formation of a new congregation

For multiauditorium complexes, please indicate in the comments field the auditorium to which your congregation is assigned. (Example: Auditorium A)

**Comments:**