

**COLORADO DEPARTMENT OF TRANSPORTATION  
FORM REQUEST/ANALYSIS SHEET**

**Instructions:** When revising an existing form or creating a new form, complete section 1 and submit with a draft of the form to the Forms Management Unit.

**Section 1** (completed by form originator)

Form title		Form # (if new, please contact Forms Management)	
Originator's/contact person's name			
Originating office	Email	Phone #	
Date	Used <input type="checkbox"/> In one office only <input type="checkbox"/> In more than one office <input type="checkbox"/> Outside the Department		
Explain in detailed non-technical terms, the <b>purpose</b> of the form. Include who will complete the form; who will use the information collected on the form.			Form distribution
			1.
			2.
			3.
			4.
			5.
			6.

**Section 2 - Form Analysis** (completed by Forms Management)

Interview

Date Posted to Forms Catalog:	External Catalog	Internal Catalog
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Originator notified:

- Design standards apply to all CDOT Forms.
- Originator is responsible for insuring all versions of revised forms are updated with Forms Management.
- All electronic forms must be fillable online.

