Transfer company owned mobile phone number to personal mobile phone account

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Follow this process when you want to move your mobile phone number from a company owned mobile line to a personal mobile phone:

Create a ticket in ServiceNow. Make sure the ticket contains the following information:

Current mobile phone numberCurrent mobile phone carrierReason why you want to complete this transfer and\or port activityMobile carrier you want to transfer the number toYour personal email address (needed by the carrier we are transferring the number to)Email from your manager approving the transfer

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