

**DCYF Software / Mobile Application/
Cloud Solution Request**

DATE

You must complete this form prior to installing any unapproved software or mobile app onto an agency mobile device / PC / Laptop / Tablet. Send the completed form to the DCYF Information Security Office for review. IT Security will not be the approver for mobile applications, software purchases or Cloud Solutions. IT Security will review the request for security concerns, to ensure the request is consistent with DCYF IT and OCIO policy, and does not pose security risks. The request will then be sent to the Executive Management Team for approval. Once approved or denied, the software or mobile app will be added to the approved / denied list on the DCYF Information Security Website.

REQUESTOR'S NAME	REQUESTOR'S EMAIL ADDRESS	DEVICE STATE TAG NUMBER
REQUESTOR'S USERNAME	<input type="checkbox"/> Software <input type="checkbox"/> Mobile App <input type="checkbox"/> Cloud Solution	
What is the purpose of the software / mobile app?		
What operating system will the software / mobile app used with?		
Who will need to use the software / app (i.e., a group of people? What role / department are they associated with)?		
How many people will potentially use the software / app?		
What is the name of the software / app / solution? Is there a cost? Is it available off of the Internet, the app store?		
OFFICE LOCATION: STREET	CITY	STATE ZIP CODE
Does the software / mobile app / Cloud solution use GPS or location services? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Have you reviewed the policy / privacy and data policies for the software / app / solution? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		
Signatures		
REQUESTOR'S SIGNATURE	DATE	
SUPERVISOR'S SIGNATURE	DATE	PRINTED NAME
APPOINTING AUTHORITY'S SIGNATURE	DATE	PRINTED NAME
DCYF Security Office Only		
Approved date:	Expiration date:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	APPROVED BY / DENIED BY SIGNATURE	DATE
REASON FOR APPROVAL / DENIAL		