

Instructions: A Web Filter Exception Request form must be completed for each individual web filter exception. The request must include a justified business case and specific job duties requiring the exception. An employee's direct supervisor and division director must approve the request prior to the division director submitting it to the agency Chief of Staff for final approval. Submit completed request to the Department of Administration's Service Desk at servicedesk@admin.sc.gov.

Requestor Information* (Complete for all requests)		
Agency / Division		Date
Requestor Name	Requestor Email	Requestor Phone
Supervisor Name	Supervisor Email	Supervisor Phone

Permitted Exceptions (Select requested exception)			
<input type="checkbox"/> File Sharing and Storage	<input type="checkbox"/> Freeware and Software Downloads	<input type="checkbox"/> Streaming Media and Downloads	
<input type="checkbox"/> Social Networking	<input type="checkbox"/> Shopping	<input type="checkbox"/> Other (Provide URL and justification under Business Case below)	

Exception Time Length	
<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary (Provide required time length in business case)

Business Case (Provide a business justification for exception including specific job duties.)

Workstation Information			
Asset #	Username (SCNETID)	IP Address	Physical Location

By signing below, the requestor acknowledges that the requested web filter exception is solely for the specified business case and that its use will be in accordance with assigned job duties and agency policies.

Employee: _____
Signature
Print Name
Date

Supervisor: _____
Signature
Print Name
Date

Division Director: _____
Signature
Print Name
Date

Chief of Staff: _____
Signature
Print Name
Date