

Instructions: A Web Filter Exception Request form must be completed for each web filter exception. Request must provide business case with specific job duties requiring exception and must be reviewed by the agency CISO, IT Director or designated role and approved by an agency designated role. Submit completed request to the Department of Administration's Service Desk at servicedesk@admin.sc.gov.

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

Exception (Select or provide requested exception)							
<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	YouTube	<input type="checkbox"/>	Website (Provide website in Business Purpose)
<input type="checkbox"/>	News	<input type="checkbox"/>	Sports	<input type="checkbox"/>	Streaming Media	<input type="checkbox"/>	Other (Provide in Business Purpose)

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

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

Workstation Information			
Asset #	Network Name	IP Address	Location

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

Requestor: _____
Print Name
Signature
Date

Security Liaison: _____
Print Name
Signature
Date

IT Director / Liaison: _____
Print Name
Signature
Date