

Instructions: A TikTok Whitelist request form must be completed for each agency TikTok Whitelist need. The request must include individual name(s), the justified business case and specific job duties requiring the Whitelist. The agency IT director and agency director must approve the request prior to submitting the form to the Department of Administration for final approval. Submit completed request to the Department of Administration's Program Management Office (PMO) at pmo@admin.sc.gov.

Requestor Information (Complete for all requests)		
Agency		Date
IT Director Name	Email	IT Director Phone

Business Case (Provide provide the below information for each individual requesting access. NOTE: if this is for a non-Active Directory customer, please include employee computer name and IP address in the fields below.)					
Employee Name	Computer Name	IP Address	Temporary or Permanent	Expiration Date for Temporary Exception	Justification for Employee

By signing below, the requester acknowledges that the requested TikTok Whitelist approval is solely for the specified business case and that its use will be in accordance with assigned job duties and agency policies for use.

Agency IT Director: _____
Signature _____ *Print Name* _____ *Date* _____

Agency Director: _____
Signature _____ *Print Name* _____ *Date* _____

State Chief Information Officer: _____
Signature _____ *Print Name* _____ *Date* _____

Department of Administration Agency Director: _____
Signature _____ *Print Name* _____ *Date* _____