

## Infrastructure Services IP Request Form

This form is to request public (fully routable) IP address for a server or service that is to be accessed through the firewall by persons on Campus and off campus.

**Please fill out the form below. Normally the process will take 3 to 5 days.**

Building	
Department	
Room Number	
Jack Number	
Requesters Full Name (First Last)	
Requesters E-Mail	
Phone Number	
Technical Contact (name and phone number)	
Note: MAC does NOT mean Macintosh This must be supplied by ALL machine types MAC address (Physical Address) (i.e. 00-00-00-00-00-00)	
Current IP Address	
Requested Systems Name (optional)	
DNS entry name	
Computer Type	
Operating System Type	
BSU Property Tag Number	
Purpose for IP Address:	
Ports/services required open on firewall (justification required)	
Comment or any other special requirements (optional)	
Requestor Name	
<b>Department Head Approval</b>	

### To be completed by Infrastructure Services

System Patches revision/sign-off	
Active Anti-Virus/Scheduled Scans	
Security Group Sign-off	
Infrastructure Final Approval	

### IMPORTANT NOTE

By applying for an TCP/IP address to use on any computer on Bridgewater State University Networks you are agreeing to abide by the Responsible [Use of Information Technology Policy](#)

**Please print out to have department head sign on the Department Head Approval line.**