

Final approved name:

**approved.kingcounty**.**gov**

approved-test.kingcounty.gov

approved-dev.kingcounty.gov

King County Information Technology

Exception Request to Domain and Subdomain Policy

**FORWARD COMPLETED EXCEPTION REQUEST FORM TO:**

**Design & Civic Engagement – Beth Cheatham: Web Governance Committee Lead OR**

 **- Pam Shales: Domain & Subdomain Policy owner**

(Please allow two weeks for review via docusign)

Date (MM/DD/YYYY):

Date approval/denial needed (MM/DD/YYYY):

Agency requesting exception:

This would be the business owner agency, typically NOT KCIT

Contact person:      Phone:

Business owner (agency) contact:

The contacts will receive a copy of the signed document from DocuSign. They will need to attach it to a Cherwell ticket to get the domain/subdomain set up

|  |  |
| --- | --- |
| Domain/subdomain requested: | Final approved name: |
| **requested-name.** | approved.kingcounty.gov |
| requested-name-test.kingcounty.gov | approved-test.kingcounty.gov |
| requested-name-dev.kingcounty.gov | approved-dev.kingcounty.gov |

Approval of domain/subdomain confers approval for standard production environments (e.g. yoursite-dev.kingcounty.gov, yoursite-test.kingcounty.gov)

# Specific timeline for the exception:

[ ]  The exception is needed through       (MM/DD/YY), at which time the agency will ask KCIT to retire the domain name.

[ ]  The domain/subdomain name exception request is for an indefinite time period.

Domain/subdomain meets one of the following:

[ ]  Public: Used by the public and County staff

[ ]  Public: Used only by a specialized group (e.g. partner agencies, scientists, KC staff)

[ ]  Public but authentication required

[ ]  Outside firewall, but only accessible by whitelist *(Engineering review only)*

[ ]  Inside firewall *(Engineering review only)*

[ ]  Used for automated processing and are not used by humans *(Engineering review only)*

# Why is the domain name or subdomain name needed?

Please describe the site/application that will be using the domain or subdomain name?

Who are the users? How many users are there approximately? How frequently are they visiting?

Why is this site/application not part of Sitecore?

If this is a new domain request, please explain why it can’t be a subdomain of kingcounty.gov?

We do not recommend acronyms, so if you are requesting an acronym, let us know the full name and explain why an acronym is preferred:

# Other information that would be helpful in supporting this exception (optional):

**To be completed by KCIT through DocuSign:**

# Agency Director approval

Agencydirectorsignature agencydirectordate

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Signature: Director name Date

# Manager’s recommendation to CIO

**To be completed by KCIT Management:**

The attached exception was received from       on      . A review of the exception request was conducted on      . The following person(s) participated in the review:

Policy/Standard Owner:

Other Reviewers:

The reviewers recommend the CIO take the following action(s):

[ ]  Approve the exception request as: approved.

 Is this a change from the original request? [ ]  No [ ]  Yes - requester approved change

[ ]  Deny the exception request for the following reason(s):

[ ]  Other:

Additional Information (optional):

Kcitmanagersignature kcitmanagerdate

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KCIT Manager: Pam Shales Date

# CIO approval

**To be completed by CIO:**

[ ]  Approved [ ]  Denied

[ ]  Resubmit request after addressing issues mentioned above

Ciosignature ciodate

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CIO: Megan Clarke Date