DNS Change Request Form
(Form has to be typed not hand written and signed)

Requestor: _________________________________________ Date: _____________________________
Phone: ____________________________________________ E-mail: _____________________________
ISRF Number: ____________________________________________

Entry # | IP Address/Old DNS name | DNS Name | Existing Record | New Record | Domain | DMZ | Clinical | A | Cname | MX | NS
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---
Ex. 147.140.100.100 | newname | X | X | Jefferson.edu | X | X | X
1
2
3
4
5

Please describe what you are trying to accomplish: (use additional space if necessary)

Technical Security Approval:

Originating Server / Network Admin Approval Date

Destination Server / Network Admin Approval Date

Administration Approval:

Requestor Dept. Head Approval Date

Core Technologies Approval (Jeff-IT Requests) Date

Notes:
Incomplete or hand written forms will not be processed. Please allow 5 business days for all changes. Please allow 3 additional business days to perform security scans and vulnerability evaluation when applicable.
Thomas Jefferson University ARN / Clinical Network / Local Server
Firewall / DNS Change Request Process

1. Requestor will:
   a. Complete Firewall/DNS change request form (form must be typed; hand-written forms will NOT be processed).
   b. Obtain Department Head’s approval.
   c. Obtain Origination and Destination Server / Network Administrator’s approval.
   d. Submit an on-line ISRF at http://myrequests.tjuh.org for TJUH-IS and include number in this form. ISRF number should be referenced when checking on change request status.
   e. Forward to Core Tech for evaluation and approval.

2. Core Tech will:
   a. Evaluate the change request, perform security scan and approve it if applicable (all servers are required to pass a security scan prior to approval).
   b. Obtain TJU CIO’s approval, if applicable
   c. Scan the change request form (with signatures) into an image and forward it to the requestor (with a copy to TJUH-IS).

3. Request will be processed.
   a. Requestor can use the e-mail (with scanned request) and/or reference ISRF when checking with TJUH-IS for change request status.