

# REQUEST FOR POLICY EXCEPTION

## Request for Policy Exception

User Name: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

This form is to be used for requesting an official exception to a City Security Policy.

Policy Affected: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this request absolutely necessary for business reasons?      Yes      No

Have alternatives been explored?      Yes      No

By signing below I certify that the information I have provided on this form is true to the best of my knowledge:

User Name (Print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Request is:      Accepted      Denied      Date: \_\_\_\_\_

Approver Name (Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_