



Encrypted Hardware Request Form

Virginia Department of Juvenile Justice

Form Instructions:

1. Complete all information
2. This form must be digitally signed by the Supervisor as verification of review and approval.
3. Once the form is digitally signed by the supervisor email it to ISO@djj.virginia.gov. The ISO will review and approve before submitting the form to the Agency Director for final approval.

User Name:

Email Address:

Phone Number:

Computer NG Tag #:

Department/Division/Location:

Type of Hardware:

Encrypted Flash/Thumb Drive

32 GB

Provide Business Justification:

Supervisor Name: _____

Supervisor Digital Signature: _____

For ISO Office Use Only

Information Security Officer Name:

ISO Digital Signature: _____

Agency Director Name:

Agency Director Digital Signature: _____

NOTE: The above User receiving the external drive is fully responsible for the physical security of the drive, the use and the information within.