



# Software Installation 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 to [ISO@djj.virginia.gov](mailto:ISO@djj.virginia.gov). The ISO will review and approve before submitting the form to the VCCC Help Desk for processing.

User Name:

Email Address:

Phone Number:

Computer NG Tag #:

Department/Division/Location:

Software:

License Number:

Software Website (URL):

Provide Business Justification and a brief explanation how the requested software assist you in your job functions to accomplish DJJ's mission and objectives:

Provide a brief explanation of how the software security updates, new versions, and patches will be managed.

Supervisor Name:

Supervisor Digital Signature: \_\_\_\_\_

### For ISO Office Use ONLY

Information Security Officer Name:

ISO Digital Signature: \_\_\_\_\_