




LOURDES A. LEON GUERRERO
Governor, Maga'hága'

JOSHUA F. TENORIO
Lt. Governor, Sigundo Maga'láhi

DOMAIN REGISTRATION REQUEST

OTECH FORM 20-009

1. Date:		2. Requested Service Date:			3. Agency #:		
 OFFICE OF TECHNOLOGY GOVERNMENT OF GUAM	FRANK L.G. LUJAN, Jr. Chief Technology Officer Office of Technology GovGuam Data Center 211 Aspinall Avenue Hagåtña, Guam 96910		4. Requestor/Technical Contact:				
			Name:				
			Job Title:				
			Phone:	Mobile:	Fax:		
Email:							
5. User Agency Information:			6. Registration Request Type:				
Department/ Agency:			Domain Request Type:				
Division:			<input type="checkbox"/> Add to Domain: <input type="checkbox"/> Remove from Domain: <input type="checkbox"/> Transfer OU from _____ to _____ <input type="checkbox"/> Other:				
Branch/ Bureau/ Section:							
7. Hardware List: DT-Desktop; LT-Laptop							
	HARDWARE TYPE	BRAND	MODEL	SERIAL #	COMPUTER NAME	*** CACHE Credentials?	*** Specify User for CACHE Credentials
1	<input type="checkbox"/> DT <input type="checkbox"/> LT***					<input type="checkbox"/> Y <input type="checkbox"/> N	
2	<input type="checkbox"/> DT <input type="checkbox"/> LT***					<input type="checkbox"/> Y <input type="checkbox"/> N	
3	<input type="checkbox"/> DT <input type="checkbox"/> LT***					<input type="checkbox"/> Y <input type="checkbox"/> N	
4	<input type="checkbox"/> DT <input type="checkbox"/> LT***					<input type="checkbox"/> Y <input type="checkbox"/> N	
5	<input type="checkbox"/> DT <input type="checkbox"/> LT***					<input type="checkbox"/> Y <input type="checkbox"/> N	
HARDWARE CONTROL WARNING: All IT hardware provisioned by the Office of Technology (OTECH) will be controlled using baseline configurations and adhere to all OTECH policies and procedures. These controls are designed to prioritize a set of cybersecurity practices designed to help prevent pervasive and dangerous cyberattacks.							
8. IT Processing: To be completed Agency IT (*This section should be completed by the Agency's IT representative.) Numbers below correspond to the items in Section 7.							
	Local Admin Account	Local Admin Password	IP Address	MAC Address	Request DHCP Reservation?	Agency/Division/OU Assigned	
1					<input type="checkbox"/> Y <input type="checkbox"/> N		
2					<input type="checkbox"/> Y <input type="checkbox"/> N		
3					<input type="checkbox"/> Y <input type="checkbox"/> N		
4					<input type="checkbox"/> Y <input type="checkbox"/> N		
5					<input type="checkbox"/> Y <input type="checkbox"/> N		
IT Processing Agreement: I certify that all hardware aforementioned in section 7 & 8 have been provisioned per the OTECH IT Security Policy – End User Protection, Baseline Requirements for EUC Hardware, items 1.2 – 1.6. I certify by my signature that I have read, understand and agree to abide to all Office of Technology (OTECH) policies and procedures (http://otech.guam.gov/policies/).							
IT Representative Signature:					Date:		
FORM SUBMISSION INSTRUCTIONS: All requests must be complete with signatures. All completed forms must be emailed to AD@otech.guam.gov and cc IT.request@otech.guam.gov . (STAY SAFE!)							
9. ACCOUNT Processing: To be completed by OTECH or Servicing Vendor Account Information/Notes: 							
Requests Created/Updated By:							
Company/Name:			Signature:			Date:	