

King County Information Technology

Exception Request to Public Facing Domain and Subdomain Policy

**FORWARD COMPLETED EXCEPTION REQUEST FORM TO:**

**Design & Civic Engagement – Beth Cheatham: Web Governance Committee Lead OR**

**- Pam Shales: Public Facing Domain & Sub Domain Policy owner**

(Please allow two weeks for review)

Date (MM/DD/YYYY):

Agency Requesting Exception:

Date Approval/Denial Needed (MM/DD/YYYY):

Contact person:      Telephone Number:

Domain/subdomain being requested:

**https://**

*Approval of domain/subdomain confers approval for standard production environments (e.g. yoursite-dev.kingcounty.gov, yoursite-test.kingcounty.gov)*

Domain/subdomain meets one of the following:

Public: Used by the public and County staff

Public: Used only by a specialized group (e.g. partner agencies, scientists, KC staff)

Public but authentication required

Outside firewall, but only accessible by whitelist *(Engineering review)*

Inside firewall *(Engineering review)*

Development pipeline names for an approved public facing URL *(Engineering review)*

Used for automated processing and are not used by humans *(Engineering review)*

# Why is the domain name or subdomain name needed?

# Why is this site/application not part of Sitecore?

If this is a new domain request, please explain why it can’t be a subdomain of kingcounty.gov?

Who are the users? How many users are there approximately? How frequently are they visiting?

We do not recommend acronyms, so if you are requesting an acronym, let us know the full name and explain why an acronym is preferred:

# Specific timeline for the exception:

The exception is needed through       (MM/DD/YY), at which time the agency will ask KCIT to retire the domain name.

The domain/subdomain name exception request is for an indefinite time period.

# Other information that would be helpful in supporting this exception (optional):

# Agency Director Approval

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Signature Date

# Manager’s Recommendation to CIO

**To be completed by KCIT Management:**

The attached exception was received from       on      . A review of the exception request was conducted on      . The following person(s) participated in the review:

Policy/Standard Owner:

Other Reviewers:

The reviewers recommend the CIO take the following action(s):

Approve the exception request as written

Approve the exception request with the following change(s):

Deny the exception request for the following reason(s):

Other:

Additional Information (optional):

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KCIT Manager Signature Date

# CIO Approval

**To be completed by CIO:**

Approved  Denied

Resubmit request after addressing issues mentioned above

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CIO Date