

Louisiana Office of Technology Services LSI Security Change Request Form (OTS-30)

Only agency-authorized contacts can request firewall changes.

IMPORTANT: If your agency has access to the [OTS Customer Self-Service Ticketing Portal](#), please use the *Network Firewall Change Request* within the portal.

1. Requester's Name (Printed)	2. Requester's Phone#	3. Requester's Email	4. Department	5. Division	6. Change Category	7. Proposed Change Date
					<input type="checkbox"/> Normal <input type="checkbox"/> Emergency	

8. Requested Changes:

	Source Address	Source Port	Destination Address	Destination Port	Action Deny/Accept	Add/Remove Rule	Reason for Change(s)
Ex.	Any	Any	192.222.222.2	80 TCP	<input type="checkbox"/> Deny <input type="checkbox"/> Accept	<input type="checkbox"/> Add <input type="checkbox"/> Remove	Adding web access to web server in DMZ from any outside source
a					<input type="checkbox"/> Deny <input type="checkbox"/> Accept	<input type="checkbox"/> Add <input type="checkbox"/> Remove	
b					<input type="checkbox"/> Deny <input type="checkbox"/> Accept	<input type="checkbox"/> Add <input type="checkbox"/> Remove	
c					<input type="checkbox"/> Deny <input type="checkbox"/> Accept	<input type="checkbox"/> Add <input type="checkbox"/> Remove	
d					<input type="checkbox"/> Deny <input type="checkbox"/> Accept	<input type="checkbox"/> Add <input type="checkbox"/> Remove	

9. Request/remove static address assignment for:

Private IP Address	Translated to Public Address	Private IP Address	Translated to Public Address
a	a	c	c
b	b	d	d

10. Description of what you are trying to accomplish (use additional pages if needed):

11. Authorized Requester's Signature, Title	12. Date

The following section is to be completed by OTS staff:

1. Change Request Security Review Results			
2. Change Request Results: Approved/Denied, and Comments			
3. Scheduled by	4. Date	5. Time	6. Back-out File Name
7. Request Closed by	8. Date	9. Time	

Use Acrobat Reader to open and complete the form. Email the completed form to otm-lsi-security@listserv.doa.la.gov.