## Firewall Rule Request Form Template v1.1

Always check the Ops Security confluence page for updated procedures, forms:

|  |  |  |  |
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|  | **Question** | **Example Response** | **ANSWER** |
| 1 | Has the System Owner / OBO of the destination system approved the request? (May also require approval from owner of the source system if an outbound request under certain circumstances.) | example: YES | Yes |
| 2 | If YES to the above question, provide their name, title/role, and the approval evidence type, and attach the evidence | **Name**: Jane Doe (manager of Application xyz)  **Approval Evidence type**: I’ve attached their email (alternative: “they’ve commented within this SPC ticket”)  **File**: my\_approval.eml |  |
| 3 | Requestor’s Names and i/d/c Number   * These are the Responsible persons for the entry * At least one should be an i or d user | **Name1**: Jane Doe  **ID1**: i123456  **Name2**: John Doe  **ID2**: c987654 |  |
| 4 | Describe the Business Need &/or Application purpose | example: “Currently we login to WTS from Citrix terminal and from there Windows RDP opened. From there different browsers, putty sessions opened to complete the work. We need direct access to the repo servers.” |  |
| 5 | Rule Type (Allow or Block) | Allow |  |
| 6 | Source host(s) purpose/function/role description | example: “Ashburn WTS server used for secure, monitored communication between corporate hosts and production hosts” |  |
| 7 | Source IP addresses and hostnames | example: 10.8.99.99 |  |
| 8 | Source port (optional) | n/a |  |
| 9 | Destination host(s) purpose/function/role description | example: servers used for storing configuration and package data | SuccessFactors SFTP Server for placing and picking the business files |
| 10 | Destination IP addresses and hostnames | example:  10.171.198.50  10.4.198.100 |  |
| 11 | Destination port | example: port 443 |  |
| 12 | Destination Protocol | example: “TCP” (or UDP) |  |
| 13 | Logging Required? (optional, default is "no logging") | example: No |  |
| 14 | Similar ticket(s) | example: COSR-56270 or SPC 123456789 or CHG123456789 |  |
| 15 | Expiration (can be Permanent; but default is 6 months) |  |  |
| 16 | Related JIRA and/or SPC Ticket numbers |  |  |
| 17 | Additional Information (optional) | This is related to ongoing project for new data center |  |