



# POLICY EXCEPTION REQUEST FORM

Requestor \_\_\_\_\_ Request Date \_\_\_\_\_

Requesting Agency or Business Unit \_\_\_\_\_ Contact Phone \_\_\_\_\_

Project name \_\_\_\_\_

1. Policy referenced for exception.

2. Specific description of exception.

3. Why the policy requirement cannot be implemented.

4. What is the Sensitivity and Criticality of Hardware and/or Data involved in exception?

5. Proposed interim compensating control.

6. When will the policy control be able to be implemented?

In accordance with New Jersey Office of Information Technology (OIT) Operational Circular (OC) [08-20NJ OIT](#), Managing Exceptions, I request an exemption from the policy requirement(s) described above. I understand that such an exemption, if granted, shall be temporary and does not rescind the excepted policy requirement.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Requestor cannot be the same name as Agency/Unit Director)**

AGENCY/UNIT DIRECTOR

If vulnerabilities have been identified in the server or application, please provide the date you agree to address the identified risk.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**(Unit Director cannot be the same as the Requestor)**

Chief Information Security Officer Review and Recommendation

Recommend approval  Do not recommend approval

Conditional Approval \_\_\_\_\_

Remarks \_\_\_\_\_

Review every \_\_\_\_\_ months

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Chief Information Officer

Recommend approval  Do not recommend approval

Conditional Approval \_\_\_\_\_

Remarks \_\_\_\_\_

Review every \_\_\_\_\_ months

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Instructions:

1. Email a copy of the completed exception form to the Statewide Office of Information Security at [njinfosecure@oit.state.nj.us](mailto:njinfosecure@oit.state.nj.us).
2. An email of the approved or disapproved exception will be sent to the requestor and to the SAR review facilitator at [sar@oit.state.nj.us](mailto:sar@oit.state.nj.us). If the exception is not approved, a reason will be given and/or a request for additional information.