Complete this form and attach it to the Security Policy Exception Request in ServiceNow. Contact ERM@Mass.gov and reference the ServiceNow ticket number associated with this request with any questions. Complete the sections that pertain to your request

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| **Policy Exception Request for Traveling Internationally with a Commonwealth Owned or Managed Device** |
| Exception to Information Security Standard IS.004: Asset Management - 6.7.10 *Ensure that Commonwealth-owned or managed devices do not leave the United States.* |
| **Traveler Information\*:** |
| **Name:**Click or tap here to enter text. | **Title:**Click or tap here to enter text. | **Business Unit/Department:**Click or tap here to enter text. | **Secretariat and Agency:**Click or tap here to enter text. |
| **Email:**Click or tap here to enter text. | **Phone:**Click or tap here to enter text. | **Related ServiceNow Ticket Numbers** *(i.e. O365 International Access)***:**Click or tap here to enter text. | **Request Date:**Click or tap here to enter text. |
| **Primary Country of Travel**Click or tap here to enter text. | **Departure Date:**Click or tap here to enter text.**Return Date:**Click or tap here to enter text. | **Primary Device Type:**Click or tap here to enter text. | **Primary Asset Number:**Click or tap here to enter text. |
| **Additional Countries of Travel:**Click or tap here to enter text. | **Additional Device Types:**Click or tap here to enter text. | **Additional Asset Numbers:**Click or tap here to enter text. |
| **Is BitLocker Installed?** [ ]  Yes[ ]  No | **Is InTune Installed?** [ ]  Yes[ ]  No | **Are OS and System Patches up to date?**[ ]  Yes[ ]  No | **Will a VPN be utilized during Travel?** [ ]  Yes[ ]  No |
| **Has Cybersecurity Awareness Training been Completed?** [ ]  Yes[ ]  No | **Has the** [**IT Support Contact**](https://www.mass.gov/how-to/request-it-support-or-services) **information been noted in the event of a security incident?** [ ]  Yes[ ]  No |
| **Describe Business Justification\***: *(Provide a concise justification for this request, detailing the essential business need to travel internationally with a Commonwealth managed device).* Click here to enter text. |
| **Describe User Access Rights\***: (*What access rights does the user have and to which specific digital assets. This includes the types of permissions they have (read-only, read-write, etc.) and the level of access they have (administrative, user, guest, etc.)).* Click here to enter text. |

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| **Describe User Device Privileges\***: *(What device-level privileges does the user have, such as local administrator access, or the ability to change system settings)* Click here to enter text. |
| **Describe Data Types and Classifications\***: *(What types of data (i.e. HIPAA, FTI, CHD, etc.), data classifications (i.e. Confidential, Internal Use, Public), and international travel related compliance requirements (i.e. data privacy laws or regulations) are in-scope for the request).* Click here to enter text. |

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| **CISO Approval\*:** |
| ***Note: CISO approval must be obtained and noted below.*****Agency CISO Name:** **Date:** **Email Address:**Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click here to enter text.

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|  [ ]  Approve |

*I acknowledge that Agency/Secretariat CISO has been made aware of the information provided in this form, understands and accepts the associated risks, and has approved this request.* |