

**Information Technology Department
Third Party Application for Remote Access**

Guidelines and Information

- A. The County makes remote access service available to third parties for the purpose of conducting County business only and to provide efficiencies in performing duties as contracted.
- B. A County Information Security Program (ISP) [Acceptable Use Policy](#) acknowledgement, signed by the applicant, must be on file with the authorizing department's Security Administrator prior to submission of this form to the Information Technology Department.
- C. The applicant should have reviewed the County ISP [Remote Access Policy](#) prior to initial security authorization.
- D. Some applications may be unavailable during the hours of 5:00PM - 7:00AM.

To Be Completed by Applicant

Agency/Vendor Name: _____ Phone: _____

Address: _____

Technical Contact: _____ Phone: _____

Supervisor/Project Manager: _____ Phone: _____

Applicant Name: _____ Phone: _____

E-mail Address: _____

I have read, understand, agree to and have signed the County Information Security Program (ISP) Acceptable Use Policy. It is filed with the third party department Security Administrator.

I have read, understand and agree to the County ISP Remote Access Policy.

Applicant Signature: _____ Date: _____

To Be Completed by Authorizing County Department

Department: _____

Signature of Department Head: _____ Date: _____

Please Note: Authorizing County departments are responsible for their long distance phone charges.

Departmental Security Administrator: Please send this completed application to ITD Security.