



IP Address Request and Justification Form

Note: Completion of this form is mandatory when requesting more than one IP address.

IT&E requires this form to be completed to show justification when requesting additional public IP addresses beyond the initial address provided. Furthermore, this form will be required by your respective customer service representative or business account manager for processing before any additional IP address can take effect.

Charges for each additional IP address requested is **\$25 per month** as of **January, 2019**.

Due to the depletion of Internet Protocol Version 4 addresses, this has made legacy IP addresses difficult to obtain, and ISPs are not receiving additional allocations except under special circumstances. As such, we appreciate your diligence and honesty in the request for these resources.

Please complete and sign the form then submit via email to your representative / manager, or if you have any questions about filling out the form, contact: ipoperations@itehq.net

*Note: If your organization already has IP addresses assigned, you must utilize 100% before applying for more IP address space.

| | | |
|----------------------------|--------|------|
| Organization/Company name: | | |
| Address/Location: | | |
| City: | State: | Zip: |
| Phone: | Email: | |

| |
|---------------------------------------------------|
| Number of assigned IP addresses currently in use: |
| Number of additional IP addresses requesting: |
| DSL landline and/or CID number: |



*Please use the space below to provide a **list** or **network diagram** indicating each services and / or devices you will be using that require a static IP address and their purpose. If more space is required, you may include a page or a separate sheet of paper and attach it to the end of this form.

Typical services include email servers, web servers, private nameservers, FTP servers, firewalls and SSL websites, etc.

Confirmation of request:

I hereby certify that I am authorized to represent the organization named above and that all the information provided on this form is true and correct to the best of my knowledge. I understand Internet Protocol Version 4 address space is limited and users of the Internet are responsible for conserving address space and ensuring that space is utilized efficiently.

| |
|---------------|
| Signature: |
| Print name: |
| Title: |
| Phone number: |
| Email: |
| Fax: |