

1	Project Name	
2	SITE Name	
3	FTP User Name	
4	Maximum Transfer file (KB/MB)	
5	Directory of Path	
6	Level of Access	☐ Read/Write ☐ Read only
7	Purpose of FTP User	
8	Upload/Download File Type	☐ Application ☐ Database ☐ RAW Data
9	Time period	Start Date: End Date:

Recommended and forwarded
Service Implementing Agency

For DCO use only

1	Server Name	
2	Site Name	
3	Server IP Address	
4	FTP User Name	
5	Change Request No.	
6	Rack No.	
7	Physical Location of Server	
8	CHASSIS No.	
9	Remarks	