# APPROVAL TO DECRYPT DEVICE
## FOR TRAVEL ABROAD

### TRAVEL INFORMATION

- **DATE**
- **INDIVIDUAL TRAVELING**
- **EMAIL**
- **DEPARTMENT**
- **PHONE NUMBER/EXTENSION**
- **BUILDING/ROOM NUMBER**
- **TRAVEL START DAY**
- **TRAVEL END DAY**
- **LIST ALL DESTINATION(S) OR ITINERARY**

### DEVICE INFORMATION

<table>
<thead>
<tr>
<th>UTEP TAG#, MAC ADDRESS OR SN</th>
<th>DEVICE HOST NAME</th>
<th>DEPARTMENT</th>
<th>DEVICE LOCATION BUILDING /ROOM #</th>
<th>IS DEVICE BEING BACKED-UP (Y/N)?</th>
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### AUTHORIZATION TO REMOVE EQUIPMENT OFF-CAMPUS

- Authorization Form Approved by Dean, Director, or Chair (YES/NO)?
- Authorization Form Filed with the Department (YES/NO)?

### CLASSIFICATION OF DATA ON DEVICE

- Does the device contain Confidential, Research, or Sensitive Information (YES/NO)?
- If “Yes”, state the level of classification (Category I, Category II, Category III, or Other (specify))?

### SUBMITTED BY (SIGNATURE)

### ISO USE ONLY – APPROVAL TO REMOVE ENCRYPTION FROM DEVICE (DECRYPT)

<table>
<thead>
<tr>
<th>GERARD D COCHRANE, CHIEF INFORMATION SECURITY OFFICER:</th>
<th>DATE:</th>
<th>(CIRCLE): APPROVED DENIED</th>
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### RE-ENCRYPTION COMPLETION

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<tr>
<th>Re-encrypted by:</th>
<th>Validated by:</th>
<th>Date:</th>
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For more information on the policies, please see:

- Classification of Data on Device
- UTEP Information Security Policies
- UT System Information Resources Use and Security Policy (UTS165)