



City of Dover, New Hampshire – AR 6-4 Cell Phone Policy Form A
Request to Enable Exchange Active Sync on Municipal Mailbox for Personal Cell Phone

This form has been created to assist in implementation of City of Dover Administrative Regulation 6-4, Cell Phone Policy.

Introduction

Please complete the information requested below and return the completed form to your Department Head or Public Body Liaison / the City Clerk. City of Dover administrative staff will contact you by phone or e-mail to confirm that Exchange Active Sync has been enabled for your mailbox. Please contact your Department Head and City of Dover administrative staff when you wish to discontinue use of Exchange ActiveSync.

Requestor Information

Please provide your information below.

Print Name: _____

Department Name: _____

Signature: _____

Work Ph Number: _____

Date: _____

Municipal Mailbox

Have you signed the current City of Dover Acceptable Use Policy? Yes No

Have you read and agree to Administrative Regulation 6-4, Cell Phone Policy? Yes No

Personal Cell Phone

What is the phone number of your personal cell phone that will be configured for Exchange Active Sync? _____

What is the make / model of your cell phone? _____

Who is your cell phone provider? _____

Administrative Staff Notes

For Completion by Department Head

Dept Head Signature: _____

Dept Head _____

Print Name: _____

Date:: _____

For Completion by Information Technology Office

Mailbox E-Mail alias: _____

Mailbox Primary SMTP _____

Address: _____

Exchange ActiveSync _____

Enabled Date: _____

Exchange ActiveSync _____

Policy: _____

Exchange ActiveSync _____

Disabled Date: _____