

[ITS home](#) | [ITS forms](#) | [Desktop encryption](#) | [Request for use of the ADK \(Additional Decryption Key\)](#)

Request for use of the ADK (Additional Decryption Key)

This form is to be used to request:

Authorization for **use of the ADK** - Additional Decryption Key

Emergency authorization for use of the ADK: Call 203.627.4665 or [contact the Information Security Office](#).

| | |
|---|---|
| Need | |
| Reason for the request: | <input type="text"/> |
| If this is an emergency request, reason: | <input type="text"/> |
| Requestor information | |
| Requestor name: | <input type="text"/> |
| Requestor NetID: | <input type="text"/> |
| Requestor phone number: | <input type="text"/> |
| Requestor email address: | <input type="text"/> |
| Copies of the files should be made available to: | <input type="text"/> |
| User information (Name of person(s) who will be using the software and will need PGP keys, if different from Requestor above.) | |
| User name: | <input type="text"/> |
| User NetID: | <input type="text"/> |
| User phone number: | <input type="text"/> |
| User email address: | <input type="text"/> |
| Request Authorization for use of the ADK - Access involving encrypted data may involve the use of Yale's PGP 'Additional Decryption Key' (ADK) or similar key/token. | |
| Access files belonging to: | <input type="text"/> |
| NetID: | <input type="text"/> |
| Email address: | <input type="text"/> |
| Machine information | |
| Physical location of files and/or media: | <input type="text"/> |
| The files are located on | <input type="radio"/> Computer <input type="radio"/> Removable media <input type="radio"/> File server <input type="radio"/> Other (smartphone,PDA,etc) |
| File names(s) or directory: | <input type="text"/> |
| Description of files/data (optional): | <input type="text"/> |
| Preferred media format: | Electronic <input type="button" value="v"/> |

Authorization

Authorizing official:

- Provost and cognizant Dean (for faculty users)
- Vice President for Finance and Administration (for staff users)
- Dean of Yale College or of one of the graduate or professional schools, as appropriate (for student users)

| | |
|---------------------------|----------------------|
| Authorizer name: | <input type="text"/> |
| Authorizer title: | <input type="text"/> |
| Authorizer phone number: | <input type="text"/> |
| Authorizer email address: | <input type="text"/> |
| PTAEO: | <input type="text"/> |

***NOTE:**

1. Reference [Yale Policy 1607 \(IT AUP\) Section 2.B 1607.2](#) - Conditions of University Access (Process) for the specific list of appropriate authorizers: "Consistent with the privacy interests of Users, University access without the consent of the User will occur only with the approval of the Provost and cognizant Dean (for faculty users), the Vice President for Finance and Administration (for staff users), the Dean of Yale College or of one of the graduate or professional schools, as appropriate (for student users), or their respective delegates, except when an emergency entry is necessary to preserve the integrity of facilities or to preserve public health and safety.
2. In addition to the above specified Authorizing Officials, all requests will also be subject to Authorization from Yale's Office of General Counsel.

| ITS ISO INTERNAL USE | |
|---|----------------------|
| OCG approval: | <input type="text"/> |
| OCG approval date: | <input type="text"/> |
| ITS ISO staff approval NetID: | <input type="text"/> |
| Date copy made | <input type="text"/> |
| Date provided to requestor | <input type="text"/> |
| PGP ADK or other decryption key required? | <input type="text"/> |
| PGP ADK or other decryption key used:? | <input type="text"/> |
| Comments: | <input type="text"/> |

Last modified: July 30, 2008 Monday, 04-Jan-2010 11:46:35 EST. (jj)

All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. Copyright 2007, Yale University, New Haven, Connecticut, USA. All rights reserved. Comments or suggestions to our site editor. Certifying authority: Philip Long, Director of Information Technology Services and University CIO.