Complete this form to request software that is not currently on the [DPS Approved Software List](https://portal.tle.dps/sites/cyber/SitePages/DPS%20Approved%20Software%20List.aspx). If any of the information is unknown, enter “unknown” and a Cyber Security representative will follow-up with the requester.

Email the completed form and supporting software documentation for this request (privacy policy, user guide, etc.) to [enterprisedepot@dps.texas.gov](mailto:enterprisedepot@dps.texas.gov) and CC: approving department manager.

**Division Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Requesting Division |  | Requester Name |  |

**Software Information**

|  |  |
| --- | --- |
| Software Name |  |
| Software Version |  |
| Software Developer |  |
| Open source (free) or purchase? |  |
| # of locations software will be installed on |  |

**Business Justification and Alignment with DPS Strategic Plan/Goals**

1. What is the intended use of software?
2. How does this align with identified agency strategic goals and priorities: [strategicplan2023-2027.pdf (texas.gov)](https://www.dps.texas.gov/sites/default/files/documents/dpsstrategicplan/strategicplan2023-2027.pdf)?
3. Is there any software already on the [DPS Approved Software List](https://dpstexas.sharepoint.com/sites/CYB/Lists/DPS%20Approved%20Software%20List/Enterprise%20View.aspx) that would meet the business need? If not, why not?
4. What is the Business Impact if the software request is not approved?

**Supporting Software Documentation**

* Attach or provide link to software privacy policy (REQUIRED)
* Attach or provide link to software user guide (IF AVAILABLE)

**Cyber Security Assessment**

1. What is the classification of data the software will access, process, transfer, or store?
   1. **Public** – Information freely available to the public.
   2. **Confidential**
2. Will the software access, process, transfer, or store REGULATED DATA (e.g., DPPA, CJI, SSA, PCI/DSS, PII)? If so, which?
3. What other DPS system(s) will the software access, if any? (e.g., TXMAP, CURT, TLETS, Drawbridge, Net Motion, SPURS) If none, put none.
4. Where will the data be stored (locally on the workstation or uploaded to a cloud environment)?
5. Will third-party vendors or other entities have access to the software? If so, elaborate.
6. Will there be permissions setup for specific users? If so, elaborate.
7. Who will be responsible for updating the software when new versions are released?
8. Does the software require the user to have administrative rights for daily operations? (This is not typical. If yes, attach or provide a link to software documentation explaining this need.)

**Cloud Related Questions (only applicable if data is in the cloud)**

1. Who is the cloud service provider? (e.g., Amazon, Microsoft)
2. Is the data encrypted in transit and at rest?
3. Is the data housed in the U.S.?