

Computer Encryption Drop-off

Your computer meets all requirements and we will encrypt it. ***Please keep this form as your receipt – you will need it to pick up your computer.***

We are ***not*** able to encrypt your computer because it does not meet minimum hardware/software requirements

Computer can be upgraded: _____

Computer ***cannot*** be upgraded. Please surplus and send us confirmation.

_____	_____
Contact Name	Contact Phone #
_____	_____
Computer User's Name	Serial #/Service Tag
_____	_____
Division	Agreement/Project #
_____	_____
Drop-off Date & Time	Ticket #

By signing this form you acknowledge that:

- ✓ DOM IT Services is not responsible for hardware failures. In the event of a hardware failure we will contact you before attempting repairs.
- ✓ DOM IT Services does not guarantee that all software will work exactly as it did before encryption.
- ✓ Work beyond the encryption process on computers not under a support agreement is performed as time permits at our hourly project rate.

The encryption process usually takes 2 days, and we will contact you when the computer is ready for pickup. To check on the status of your computer please contact the DOM Helpdesk at 415-476-6827 or helpdesk@medicine.ucsf.edu.

_____	_____
Drop-off Signature	Drop-off Date
_____	_____
Pick-up Signature	Pick-up Date