

## IP Request Form

The IP Address justification form is a necessary step developed to insure that Leapfrog Internet is able to obtain more IP address blocks from the American Registry of Internet Numbers (ARIN) in the future. Please be as thorough as possible; it may be useful to include a map of current and projected network topography. Requests for additional IP addresses are based on your needs over a three-month period of time. Requests for additional IP addresses may be submitted as needed. Please understand – you will more than likely receive the addresses you request however you must utilize at least 50% of the addresses within 3 months, and 80% within a year, if you over or under estimate a new more appropriate IP block may be assigned to you which will require you to renumber so please try to be accurate.

Upon receipt of the completed form, the IP Administrator will call and speak with your technical contact before processing your request. Please allow 2 to 3 days for us to contact you.

**To assist you, please follow the example below:**

**This customer is requesting 64 IP addresses, initial host unitization per block is:**

*24 addresses - 11 workstation hosts (client machines for employees needing VPN, Internet access). 13 server hosts (3 for company mail, www and dns servers; 10 www/mail servers belonging to existing customers).*

**3 to 6 month host count per block is:**

*44 addresses - 18 workstation hosts needing routable IP addresses to be accessed from remote customer sites and for VPN / Internet access. 26 server hosts (3 for company mail, www, dns, application and database servers; 23 www/mail servers for customers).*

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Technical Point of Contact information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Contact Phone Number: (        )        -

E-mail Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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**Describe how your existing address blocks are utilized  
(REQUIRED if you have an existing network):**

1. Type of Business: \_\_\_\_\_

2. Number of IP Addresses assigned: \_\_\_\_\_ (A Leapfrog engineer will fill this in)

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3. Description of hosts or pools addressed out of this IP Address block:

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4. Number of IP Addresses requested: \_\_\_\_\_

5. Justification & network data for new IP Addresses: (Please include a network map if available.)

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6. Initial number of hosts or devices that will require an IP address; give as much detail as possible:

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7. Estimate the number of hosts or devices that will be assigned an IP address from this block 3 months from now:

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