**SQL SERVER DATABASE RESTORE REQUEST FORM**

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|  |  |  | **Comments** |
| **Source Information** |  | *Please provide information about the database backup to be restored* | *Where is the backup file? What system is it from? What environment (Prod / Dev, etc.)?* |
| **Recovery Point Objective** |  | *Please specify the RPO for this request* | *i.e., “When should the backup be from?” Default value will be most recent backup taken of the database being restored.* |
| **Server / Host Name** |  | *Please specify the Server / Host Name* | *What server should the backup be restored onto?* |
| **Instance Name** |  | *Please specify the SQL Server Instance Name* | *What instance on the server should the backup be restored onto? Default value is the default instance (MSSQLSERVER)* |
| **Database Name** |  | *Please specify the Database Name* | *What should be the name of the new database? Default value will inherit the source database name / attributes* |
| **Custom Configurations** |  | *Please specify any custom configurations required* | *Any database level custom configurations such as collation, recovery mode, etc.* |
| **Read Access Users** |  | *Please specify database users that require read access to the database. (comma separated)* | *\*\*Note – please specify authentication type; Windows, SQL Server; AzureActiveDirectory, etc.* |
| **Write Access Users** |  | *Please specify database users that require write access to the database. (comma separated)* | *\*\*Note – please specify authentication type; Windows, SQL Server; AzureActiveDirectory, etc.* |
| **Database Owner Users** |  | *Please specify database users that should be assigned to the db\_owner role in the database (comma separated)* | *\*\*Note – please specify authentication type; Windows, SQL Server; AzureActiveDirectory, etc.* |
| **Special Instructions** |  | *Please specify any special instructions that should be followed for this request* | *Any information that might be useful? Ex: Should the existing permissions on the destination be retained?* |