Request template

Version 7.0 - December 2016

ac.uk requests - It is preferred that all requests are made through the Domain Registry Service Portal [1]. Requests for portal username and login details can be submitted to domains@jisc.ac.uk [2]

Alternatively, registrars can submit manual requests via email to - domains@jisc.ac.uk [2]

An example of a completed application [3] is available.

With the exception of 'fax-no:' and 'Approved Registrar Mem. No:', all fields are mandatory.

requested name: domain name requested
to represent: the project, initiative or organisation for which the name is being registered
domain owner: the name of the proposed domain owner organisation

description: provide information detailing precisely how the requested name
meets the eligibility criteria for registration within the ac.uk domain.
The information provided should include details of funding,
the primary objectives and status of the requesting organisation
as well as the level of courses provided, or in the case of projects,
the longevity of confirmed funding.

admin-c: Name of the person submitting the domain request (should be a Janet registered contact or person from the Registrar)
address: full postal address of contact
phone: telephone number of contact
fax-no: fax number of contact
e-mail: e-mail address of contact

tech-c: Name of the person technically responsible for the domain (can be a person from the domain owning organisation or from the Registrar)
address: full postal address of contact
phone: telephone number of contact
fax-no: fax number of contact
e-mail: e-mail address of contact

reg-c: Name of the person within the domain owner organisation that is responsible for the registration
address: full postal address of contact
phone: telephone number of contact
fax-no:

fax number of contact
e-mail: e-mail address of contact

nserver name & ip address: name and corresponding IP address of primary nameserver
nserver name & ip address: name and corresponding IP address of secondary nameserver

payment method: method of payment for registration of proposed domain name
Approved ISP Mem.No: JANET(UK) Approved Registrar Membership number, if applicable
notes:

Data Protection

Janet would like to make you aware that the information supplied for registering domain names under ac.uk and gov.uk will be held and processed in Janet's databases. It will be made available as a matter of public record by electronic enquiries made to Janet and its whois servers. Janet will also share this information with other organisations and their legal advisers but only for the purpose of ascertaining who has registered Domain Names, but only after bona fide checks have been made of people making such enquiries.

Since it is anticipated that not everyone who completes the template for a domain name registration will be doing it on their own behalf, Janet would like to make it clear that when Registrars submit an application on someone else's behalf (ie. their customer), that they are making an offer to form a contract as agent for that person/organisation and therefore have authority from that person/organisation to do so.

Janet's records will include the names and contact details of both the Administrative Contact and the Technical Contact for each registered domain name. This information (if it refers to individuals) is 'personal data' for the purposes of data protection legislation. Janet will hold and process this data for the purpose of managing and administering the registration of domain names. Janet will not enter into a contract for the registration of a chosen Domain Name unless applicants are aware of and agree to this condition.

Commercial enterprises in general, the legal profession and the Internet industry do not approve of the illegal appropriation of Domain Names by those who have no rights to them.

Source URL: https://community.jisc.ac.uk/library/janet-services-documentation/request-template

Links
[1] https://domainregistry.jisc.ac.uk/dns/Account/Login.aspx?ReturnUrl=%2fdns%2f
[2] mailto:domains@jisc.ac.uk
[3] http://community.ja.net/library/janet-services-documentation/example-application