

Modification request template

Requesting Modification to a Domain Name under [ac.uk/gov.uk/gov.scot/gov.wales/llyw.cymru](#)

All modifications must be sent through the [Domain Registry Portal](#) ^[1] please contact us by email domains@jisc.ac.uk ^[2] if you need access and the team will go through this with you.

If you are a registrar accepting a registrar transfer you can [submit the request though this form](#) ^[3].

If you have any issues or questions on modifications please email - domains@jisc.ac.uk ^[4]

Copy of Modification Template

*domain name: [domain name to be modified]

*representing: [what the name represents]

*domain owner: [the name of the domain owner organisation]

admin-c: [Name of the person submitting the domain request]

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]

address: [full postal address of contact]

phone: [telephone number of contact]

fax-no: [fax number of contact]

e-mail: [e-mail address of contact]

*Public reg-c: [Name of the person within the domain owner organisation that is responsible for the registration, published in Whois]

address: [full postal address of contact]

phone: [telephone number of contact]

fax-no: [fax number of contact]

e-mail: [e-mail address of contact]

Private reg-c: [Name of the person within the domain owner organisation that is responsible for the registration, not published publically?]

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]

*Approved Registrar Mem.No: [Jisc Approved Registrar Membership number, if applicable]

*Previous Registrar: [The previous Registrar, if known]

notes: [any explanatory notes, if applicable]

Data Protection

Jisc would like to make you aware that the information supplied for registering domain names under ac.uk, gov.uk and gov.scot will be held and processed in Jisc's databases. It will be made available as a matter of public record by electronic enquiries made to Jisc and it's 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.

Jisc'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/modification-request-template>

Links

[1] <https://domainregistry.jisc.ac.uk/dns>

[2] <mailto:domains@jisc.ac.uk?subject=DRS%20Portal%20Access%20Request>

[3] <https://www.jisc.ac.uk/forms/requesting-a-modification-to-a-domain-name-under-acukgovuk>

[4] <mailto:domains@jisc.ac.uk?subject=General%20Modification%20Query>