

Modify DNS entries

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Procedure

Submitting requests:

All modification requests must be submitted by an organisation that has an Approved Registrar Membership Account ^[1] with Janet unless the modification request is being submitted by an organisation that is currently connected to the Janet Network.

Janet Customers

All modification requests from Janet sites must be submitted by the Computer Centre, or equivalent for that site. There is currently no charge for modifications made whilst the specific domain name is delegated to nameservers currently on Janet.

Commercial Registrars

1. All requests to modify Registrar/nameserver details, and other relevant information, relating to an existing DNS entry, must be initiated by the Approved Registrar who will be providing Internet access to the organisation owning the domain name.
2. Modifications must be submitted via the DRS Portal ^[2]. Please contact the support team if you do not have access domains@jisc.ac.uk ^[3].
3. where a request is being made for an organisation to change Registrar, the organisation that owns the domain name must send a confirmatory letter, on headed notepaper, to Jisc in support of the change. The confirmatory letter should be emailed to domains@jisc.ac.uk ^[3]. The new Approved Registrar will be notified by e-mail once the modification action is complete. Approximately 48 hours should be allowed for action of modification requests. This is dependent upon **all** information having been received by Jisc in the correct format. It is the domain owner's responsibility to advise their former Registrar of their intentions.

Please note: It is requested that Registrars **do not** submit modification requests until they are ready for them to be actioned. Due to the volume of requests we receive it is not possible for us to guarantee specific dates for transferral.

Please note: We will accept only 10 requests per day to modify domain names from individual Registrars. More than one domain name can be input into a modification template,

provided all the details are the same, but the number of domain names contained within one email will count towards the total of 10. Any requests exceeding this limitation will be rejected and must be resubmitted by the individual Registrar appropriately on subsequent days. The reason for this limitation is due to the amount of manual interaction required for each modification request. Unfortunately we do not have the resources to action any more modification requests per day than this quota.

- [Modification Request Template](#) ^[4]

Display as Single Column?:

Modification request template

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](#) ^[5] please contact us by email domains@jisc.ac.uk ^[6] 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](#) ^[7].

If you have any issues or questions on modifications please email - domains@jisc.ac.uk ^[8]

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.

Display as Single Column?:

Source URL: <https://community.jisc.ac.uk/library/janet-services-documentation/modify-dns-entries>

Links

- [1] <https://community.ja.net/library/janet-services-documentation/registrar-membership>
- [2] <https://domainregistry.jisc.ac.uk/dns/Account/Login.aspx>
- [3] <mailto:domains@jisc.ac.uk>
- [4] <http://community.ja.net/library/janet-services-documentation/modification-request-template>
- [5] <https://domainregistry.jisc.ac.uk/dns>
- [6] <mailto:domains@jisc.ac.uk?subject=DRS%20Portal%20Access%20Request>
- [7] <https://www.jisc.ac.uk/forms/requesting-a-modification-to-a-domain-name-under-acukgovuk>
- [8] <mailto:domains@jisc.ac.uk?subject=General%20Modification%20Query>