



Procedure Title: Domain Name Request Form Process
Revision: 2.0
Effective Date: 05/01/2007

1.0 Scope

The purpose of this procedure is to describe the process of reviewing Domain Name Requests:

If the name requested is a Delaware.gov: name request:

To complete a Domain Name Request:

1. Legibly fill in the DNS Request Form - be sure to include the IP address to which the name is to point.
2. Send the Form to GIC where the requested name will be evaluated.
3. If GIC approves the name, the form will be sent to DTI and upon approval by DTI, the entries will be made as soon as practical.
4. When the entries are made, the requestor will be notified by DTI.

If the name requested is .gov, but not delaware.gov:

1. If the name requested is a .gov name that is not delaware.gov a waiver request must be submitted to GIC, and DTI.
2. If the waiver is granted, the CIO must prepare a letter to the Federal GSA authorities for their approval.
3. Their decisions are final.

If the name requested is not a .gov name,

1. The waiver process, described below must be followed.
2. If a waiver is granted, restrictions will apply.
3. The requestor will agree to abide by the restrictions, and if in default, DTI will take appropriate action.

Waiver Process

1. If a requested name is denied, the reason for the denial will be given to the requestor.
2. If the requestor chooses to file a waiver for the denied domain name, he or she may do so.
3. The waiver will be sent to DTI for review by the Architecture Review Board (ARB). GIC will be consulted for information.

4. If the waiver is denied, the name will not be useable. Further appeal may be made to the State CIO.

2.0 Reference Documents
DNS Request Form

3.0 Procedure

1. GIC receives, and logs receipt of, a Domain Name Request Form from a state organization.
2. GIC will evaluate the request name to determine if the name is compliant and within the guidelines established by GIC.
3. The request will be sent to DTI for approval and processing.
4. The requestor will be notified by DTI of the completed action.
5. If, in the opinion of GIC or DTI, a waiver is required, the requestor will be notified
6. If the requestor files a Waiver Request, the DTI ARB will decide if a waiver will be granted. If the waiver is denied, this process is terminated and the requestor is notified of the denial and the reason for the denial. The requestor may appeal the decision to the State CIO, if desired.