



## GTNet Domain Management Application Form

To help you complete this Application Form we have included detailed 'Guidance Notes' for each section. However, if you require any further assistance, please don't hesitate to contact Customer Services on 0870 870 6703.

### Account Holder Details

The Account Holder (Registrant) is the organisation name who will be the "legal entity", known as the "Registrant" which holds the right to use the requested Domain Name, provided the registration / subscription fees are paid.

Title:	First Name:	Surname:
Organisation:		
Department:		
Address:		
Email address:		Postcode:
Phone No (PSTN):		Fax No:

### Invoice address

If same as Account Holder, tick here:

Title:	First Name:	Surname:
Organisation:		
Department:		
Address:		
		Postcode:
Phone No: (PSTN)		Fax No:

### Service Description

A Domain Name provides your organisation with a registered and personalised Internet address that nobody else on the Internet can use. As part of the Domain Management service GTNet can register a new Domain Name, arrange the transfer of your existing Domain Name and provide a full managed email forwarding service to your GTNet mailboxes.

### Registering a new Domain Name

Please specify in the following section up to three preferences for your SINGLE Domain Name. We will try to register your first preference, and if that is not possible we will automatically try your second, and then your third preference. If you do not want us to do this, please list just one preference.

Full Domain Name, 1<sup>st</sup> Preference:

Full Domain Name, 2<sup>nd</sup> Preference:

Full Domain Name, 3<sup>rd</sup> Preference:

### Delegation of an existing Domain Name

Please state your existing Domain Name that you wish to transfer to GTNet.





## Notes for Guidance for use with the GTNet Domain Management Application form

### Registering a New Domain Name

GTNet co-ordinate all the administrative and technical queries involved in the registration of your Domain Name. The registration process can take up to 7 working days (for .gov.uk & .mod.uk). Registration of other names normally takes about 48 hours, until they are fully operational. This is considered normal Internet propagation time. Unfortunately GTNet are unable to influence the completion time of any name, until the naming authority has confirmed the registration.

### Choosing and registering a new Domain Name

The characters you can choose from:

- a b c d e f g h i j k l m n o p q r s t u v w x y z
- 1 2 3 4 5 6 7 8 9 0
- Hyphen (-)

All names must begin and end with an alphanumeric character. Punctuation characters must not be placed together. Domain Names can contain letters, numbers or hyphens (-) NO spaces or other characters are allowed. Domain Names are NOT case sensitive.

Global Domain Names (.com .net .org) MUST be between 3 and 60 characters in length, this excludes the 4 characters ".com", ".net" or ".org".

Second Level Domain Names (i.e .gov.uk .mod.uk) MUST be either a minimum of 2 characters (one character being a number) i.e. 3x.co.uk or a minimum of 3 letters. The maximum length, including the ".gov.uk" part is 64 characters.

### Choosing the Top or Second level part of a Domain Name

A Domain Name consists of two parts, your chosen name and your chosen top/second level name (i.e .co.uk). For example, **yourchosenname.co.uk**. The following top and second levels names, with certain restrictions, are available to be registered through GTNet as a part of the Domain Registration Service.

#### Commercial Names

.com	International commercial enterprises
.net	International commercial enterprises
.org	International Non Profit Organisation
.co.uk	UK Commercial: For UK commercial enterprises
.org.uk	UK Non profit organisation

#### Restricted Names\*

.gov.uk	Government bodies
.mod.uk	Ministry of Defence establishments
.nhs.uk	National Health Service organisations
.ac.uk	Academic establishments

\* These names are approved by individual controlling bodies, who impose certain restrictions on registration requests. Please visit [www.domains.gtnet.gov.uk](http://www.domains.gtnet.gov.uk) for a full set of rules or call Customer Services on 0870 870 6703 for more information.

### Delegation of an existing Domain Name

In order for us to take delegation of your Domain Name and set up email forwarding to your GTNet account, you must first request that the current Internet Service Provider (ISP), who hosts your Domain Name, delegates the Domain to GTNet. Unfortunately GTNet cannot perform this for you, as the delegation has to be authorised by the registrant. We will email you information about this when we receive your completed application.

Unfortunately GTNet are unable to influence the time taken to make these changes, therefore are unable to give a completion time of your application. As soon as the Registrar has confirmed the delegation, we will advise you of completion by post.

### Pricing

The cost of the GTNet Domain Management Service is £200 + VAT per year (in addition to the cost of a GTNet Dial account).

### Registry Fees

GTNet will pay the initial registration fee levied by the Registrar and all on-going annual registry fees, as long as the name is hosted by GTNet and the Domain Management Service subscriptions are paid.

### Email forwarding

#### Option 1:

With the GTNet Domain Name Management service, your email address becomes more personal to you. The format of your email address could be: [aname@yourdomainname.gov.uk](mailto:aname@yourdomainname.gov.uk)

We automatically forward all mail sent to your Domain Name on to your nominated GTNet mailbox (this is called email forwarding). There is no limit to the number of different email addresses (names before the @ sign) that can be used with your Domain Name and these addresses do not need to be registered as email aliases before use.

#### Option 2:

This will provide you with the use of specified email addresses, [someone@yourdomainname.gov.uk](mailto:someone@yourdomainname.gov.uk), forwarded to your designated GTNet mailboxes, allowing everyone in your organisation or department an email address, without having to have Internet access,

As part of the application we will ask you to list your chosen Domain Name email addresses and the GTNet mailbox destination for each domain address.

**Please note** with either option your current GTNet addresses will also continue to operate.