



## GTNet Domain Name Registration Service

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.

### 1. 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:

### 2. Administrative Point of Contact

The Administrative Point of Contact is an individual authorised to interact with the Registrar on behalf of the Domain Name Registrant. The Administrative Point of Contact should be able to answer non-technical questions about the Domain Name's registration and the Domain Name Registrant. We would recommend that the Administrative Point of Contact be the Registrant or someone from the Registrant's organisation.

If same as Section 1, tick here:

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

### 3. Technical Point of Contact

The Technical Point of Contact is the named individual to be contacted in case of problems relating to your requested Domain Name. They will be added to the "techs-contacts" mailing list, so that they may receive technical information relevant to the service.

If same as Section 1 & 2, tick here:

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



## 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:	<input type="text"/>
Full Domain Name, 2 <sup>nd</sup> Preference:	<input type="text"/>
Full Domain Name, 3 <sup>rd</sup> Preference:	<input type="text"/>

If your Organisation already has other Domain Names registered, please state one of them below.

## Pricing

**For .gov.uk .ac.uk Domain Names** - £200.00 plus VAT, this charge includes the first 2 years registry fees. Registry fees due after the first 2 years will be payable by the Registrant.

**For .co.uk .org.uk .mod.uk .ac.uk Domain Names** - £120.00 plus VAT, this charge includes the first 2 years registry fees. Registry fees due after the first 2 years will be payable by the Registrant.

**For .com .net .org Domain Names** - £100.00 plus VAT registration charge, you will also be invoiced by the Registrar, Network Solutions Inc, the first 2 years Registry fee, which is currently \$70.00 (dollars).

## Authorised Signatory

I have read and understood all the guidelines and cost of service and would like to apply for the GNet Domain Registration Service.

Signed..... Name (block capitals).....

Please ensure you have completed all sections, and return to: **GNet, P.O. Box 273, Welwyn Garden City, Herts AL7 1YA** with your official Purchase Order.

You can progress your request by contacting Customer Services on 0870 870 6703 or by emailing [custcare@gtnet.gov.uk](mailto:custcare@gtnet.gov.uk)

As soon as your Domain Name has been registered we will confirm completion by post and email.

**If you intend to have stationery printed or publicise your Domain Name, GNet Strongly recommend not to do so until you have received the above mentioned confirmation.**



## Notes for Guidance for use with the GTNet Domain Registration Service Application form

### Service Description

The GTNet Domain Registration service is for customers who wish to register additional Domain Names to protect their organisations name, product or services. No email forwarding is included with this service.

### 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

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.