

## Change of Registrar Instructional Information

In order to process your request please read the following instructions below.

There is a \$19 fee per domain name for every transfer. This covers the transfer fee and adds an additional year onto your registration. Please note that the transfer fee for a .TV, .CX, & .EU extension is \$34.99, .CN is \$39.99, .TW is \$49.99, DE.COM, .IN, .GD & .MOBI is \$29.99, .EU.COM, .US.COM, .GB.COM, .KR.COM, .QC.COM, AR.COM is \$25.99, .UK.COM, .BR.COM, .CN.COM, .GB.NET, .HU.COM, .JPN.COM, .NO.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UK.NET, .UY.COM, .ZA.COM is \$50.99, .LA is \$42.99. Additional promotions may apply.

CA is \$34.99.

*.CA domain names are registered by Network Solutions Canada ULC (Business Number: 83624 3543 RT 0001). The amount charged for .ca domain names includes applicable Goods and Services Tax (GST) of 5%. Effective July 1, 2010, the amounts charged for .ca domain names are inclusive of Federal GST and, where applicable, also inclusive of Provincial HST. (GST Rate - 5%, Combined GST rate and HST rate for each Province – British Columbia - 12%, Ontario - 13%, Nova Scotia - 15%, Newfoundland and Labrador - 13%, New Brunswick - 13%).*

Please note that when transferring a .CA domain name the .CA registry (<http://cira.ca/>) requires you that you meet certain eligibility requirements, known as a Canadian Legal Category. Please see section 4.2 for more information on choosing the appropriate Canadian legal category.

At this time, domain names with extensions .IM, .IN, .CX, .EU, .GD, .MS, .TC, .GS, .CA, .VG, and .ME can only be transferred via a fax process and not using our automated process online. Additionally, industry regulations require an Authorization Code from your current provider or registrar when transferring the following extensions: .COM, .NET, .BIZ, .ORG, .INFO, .MOBI, .TV, .US, .BZ, .CC, .CN, .TW, .IN, .LA, .CX, .AR.COM, .US.COM, .UK.COM, .UK.NET, .DE.COM, .EU.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UY.COM, .ZA.COM.

Please follow the simple instructions below and fax the attached forms to: **571-434-4658**.

### INSTRUCTIONS

1. Please complete and fax the following documents to:
  - a. Change of Registrar Agreement
  - b. Standard Form of Authorization document
  - c. Proof of identity, a copy of one of the following documents:
    - i. Notarized statement
    - ii. Valid Drivers license
    - iii. Passport
    - iv. Military ID
    - v. State/Government issued ID
    - vi. Birth Certificate
2. If your domain name extension is .BIZ, .ORG, .INFO, .US, .CC, .BZ, or .TV contact your current domain name registrar and request the authorization code (AUTH CODE) for your domain name.
3. Verify that an accurate email address is listed in WHOIS. Please go to: [http://www.networksolutions.com/en\\_US/whois/index.jhtml](http://www.networksolutions.com/en_US/whois/index.jhtml). If the email address is incorrect, log into your current domain name account, or contact your current domain name registrar's customer service and update your account information with a valid email address.
4. Sign and date the credit card section of the form. Please note that the transfer fee INCLUDES any remaining term of your current domain name, plus one additional year.
5. Sign all forms. The signor must be the current registrant or have authority to legally bind the Registrant's application.

To protect the security of the current domain name owner (registrant), Network Solutions® cannot accept any verbal changes or additions to this form. Should any blanks or errors be

discovered, an email notice will be sent to the email address listed on the form (registrant email address), and a new completed form will need to be resubmitted.

Please send required documents via fax to: Network Solutions, LLC, Attn: Registrar Change Group, Fax: (571) 434-4658

## CHANGE OF REGISTRAR AGREEMENT

7.0

### 1. DOMAIN NAME REGISTRATION INFORMATION

Have you submitted a fax to transfer this domain previously? YES \_\_\_\_\_ NO \_\_\_\_\_

Domain Name: \_\_\_\_\_

You may include multiple domain names on this form provided that the registrant information matches all domains listed. You may include the additional domain names on a typed list along with this form.

Auth Code: \_\_\_\_\_

Authorization Codes are required for the following domain name extensions: .COM, .NET, .BIZ, .ORG, .INFO, .MOBI, .TV, .US, .BZ, .CC, .CN, .TW, .IN, .LA, .CX, .AR.COM, .US.COM, .UK.COM, .UK.NET, .DE.COM, .EU.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UY.COM, .ZA.COM. An AUTH CODE is a 6 to 32 character code assigned by the Registry at the time the domain name registration was created. Its purpose is to aid in the identification of the registrant for a particular domain name and is required to transfer your domain name. You must obtain the AUTH CODE from your current registrar.

Current Registrant Organization Name: \_\_\_\_\_

This is required if the registrant is an organization. If the domain name is registered to an individual, write None. (This information is available by viewing the WHOIS data at your current registrar).

Current Registrant Name: \_\_\_\_\_

If the domain is registered to an organization, please write the person with legal authority to bind the registrant's application. (This information is available by viewing the WHOIS data at your current registrar).

### 2. NETWORK SOLUTIONS ACCOUNT INFORMATION

Are you a member of our Gold VIP program? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please provide us with your User ID \_\_\_\_\_

(Your User ID is what you use to log into Network Solutions® Account Manager)

Are you transferring into an existing Network Solutions account? YES \_\_\_\_\_ NO \_\_\_\_\_,

If NO, please fill out section 4 and include the Account Creation section at the end of this form.

If YES, please provide us with your Network Solutions User Name or Account Number: \_\_\_\_\_

(If you are unsure of this information please contact customer service at (888) 642-9675)

### 3. Credit Card Information

Credit Card Type: \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMEX \_\_\_\_\_ DISCOVER \_\_\_\_\_ DINERS CLUB

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Would you like to renew for additional years at the time of your transfer to Network Solutions

YES \_\_\_\_\_ NO \_\_\_\_\_

Number of years you would like to add (not including initial transfer year)? \_\_\_\_\_

(When your name is initially transferred to Network Solutions one year will automatically be added to the expiration of your domain name, please use this field if you would like to add any additional years.)

Credit Card ID Number (required for multi-year renewals) \_\_\_\_\_  
(Your credit card ID number is a 3-digit number printed on the back of your credit card. For American Express the ID number is a four digit number on the front of the card.)

#### **4.1 ACCOUNT CREATION**

This section is required for individuals who need to create a new account for their domain name. If you have listed an existing account in Section 2 or if you are a *Network Solutions Wholesale Partner*, please disregard this section.

#### **REGISTRANT INFORMATION**

For Individual Accounts, the Registrant will be the same as the Primary Contact. For Organizational Accounts, the Primary Contact is an individual with the authority to manage and modify the account on behalf of the organization and the organization will be listed as the Registrant.

##### **A. PRIMARY CONTACT INFORMATION:**

Primary Contact Name: \_\_\_\_\_

Primary Contact Postal Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

Primary Contact Phone Number: \_\_\_\_\_

Primary Contact Desired Password: \_\_\_\_\_

(Password must be between 6-16 characters and is case sensitive)

Version 6.2

##### **Security Question:**

Choose one of the following by placing a checkmark next to the question you have selected.

\_\_\_\_\_ What is your mother's maiden name?

\_\_\_\_\_ What city were you born in?

\_\_\_\_\_ What is the first school you attended?

\_\_\_\_\_ My own Question \_\_\_\_\_

Security Question Answer: \_\_\_\_\_

##### **B. ORGANIZATION INFORMATION:**

If your domain name is registered to a business or an organization, fill out the following section. If your domain name will be registered to an individual, leave this section blank.

Organization Name: \_\_\_\_\_

Organization Postal Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Organization Email Address: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

## IMPORTANT NOTES

Once your account has been created, you may go to <http://www.networksolutions.com> and log in to Account Manager to:

- Change your password and set up your Challenge Question so you can quickly retrieve a forgotten login.
- Login to Account Manager to add or change Account contacts to help manage your account. Please note that for purposes of the WHOIS Database, we will default the Primary Contact information provided in Section A as the WHOIS Administrative Contact and Technical Contact.
- Manage your Domain Name Servers (DNS). Your DNS will default to your current settings for the transferred domain name

### **4.2 Legal Category Type**

A business, organization or person wishing to register a .CA domain name must meet the Canadian Presence Requirements and select a Legal Type. A Legal Type is a category that a Registrant must fall into in order to meet the Canadian Presence Requirements. For more information on legal types, please visit <http://www.networksolutions.com/domain-name-registration/popup-dotca-requirements.jsp>

Check the legal category that applies

- Canadian Corporation**
- Canadian citizen**
- Permanent Resident of Canada**
- Government or government entity in Canada**
- Canadian Educational Institution**
- Canadian Unincorporated Association**
- Canadian Hospital**
- Partnership Registered in Canada**
- Trade-mark registered in Canada (by a non-Canadian owner)**
- Canadian Trade Union**
- Canadian Political Party**
- Canadian Library, Archive or Museum**
- Trust established in Canada**
- Aboriginal Peoples (individuals or groups) indigenous to Canada**
- Indian Band recognized by the Indian Act of Canada**
- Legal Representative of a Canadian Citizen or Permanent Resident**
- Official mark registered in Canada**
- Her Majesty the Queen**

## TERMS AND CONDITIONS

1. You acknowledge that you have reviewed and understand the terms and conditions of the Network Solutions® Service Agreement found at <http://www.networksolutions.com/legal/staticserviceagreement.jsp>, including all applicable schedules but not limited to, Schedule R thereto, in effect as of the date of this Agreement. By signing and sending this Agreement to Network Solutions, you agree to be bound by and to perform in accordance with the terms and conditions of the Service Agreement, which includes Network Solutions' current Domain Name Dispute Policy. You also reaffirm the accuracy and completeness of all of the information contained in this Agreement. To the extent the terms and conditions of the Service Agreement conflict with the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.
2. You represent and warrant that: (a) the information provided to Network Solutions in connection with this Agreement is accurate and complete; (b) you are the rightful holder of the registration for the Domain Name; (c) the registrar of record for the Domain Name as of the

date of this Application is the current registrar listed in Section 1 above; (d) you are not in default on any obligations you may owe to the current registrar listed in Section 1 above; (e) you are not the subject of any pending bankruptcy proceedings; (f) you are not party to any dispute resolution proceeding concerning your use or registration of the Domain Name; (g) you are not in default on any obligations you may owe to Network Solutions; and (h) the Domain Name is not the subject of any collection proceedings, including garnishment, attachment, levy or otherwise. The individual submitting this Agreement further represents and warrants that he/she is authorized to request a change of registrar and to apply for our registrar services.

3. You request that we provide registrar services for the Domain Name. You acknowledge and agree that the registration of the Domain Name shall be effective upon Network Solutions' transmission of an acknowledgement email to you informing you that the Domain Name has been transferred to Network Solutions.
4. You authorize us to take all actions necessary to become the registrar for the Domain Name, including, if applicable, transmitting to the appropriate Registry a request to change the Registry database to reflect Network Solutions as the registrar of record. You acknowledge and agree that we shall not be responsible for any legal obligations you may owe to any third party, including the current registrar. You further acknowledge and agree that you are not entitled to a credit from us for any sums you may have paid the current registrar. You agree to release, indemnify, and hold Network Solutions and our affiliates, and our respective contractors, agents, employees, officers, directors and affiliates harmless from all liabilities, claims and expenses, including attorney's fees, of third parties arising under this Agreement.
5. You agree to pay Network Solutions any applicable Change of Registrar Fee, based on the selection(s) made in this Agreement, by providing appropriate credit card information as requested above.

**SIGNATURE BLOCK**

This information must match the current data listed in the current registrar's WHOIS database.

Signature: \_\_\_\_\_  
Signor's Name (Please print): \_\_\_\_\_  
Organization: \_\_\_\_\_  
Signor's Title: \_\_\_\_\_  
Signor's Phone Number: \_\_\_\_\_  
Signor's Active Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**CONTINUE TO NEXT PAGE TO COMPLETE THE STANDARD FORM OF AUTHORIZATION**

**STANDARD FORM OF AUTHORIZATION  
CHANGE OF REGISTRAR AUTHORIZATION**

**ATTENTION:** \_\_\_\_\_  
(Current Registrant or Administrative Contact Listed in WHOIS)

**REGARDING:** \_\_\_\_\_  
(Domain name(s) to be transferred to Network Solutions, LLC)

Network Solutions, LLC has received a request from \_\_\_\_\_ via fax  
(your name)  
on \_\_\_\_\_ to become the new registrar of record for the domain(s) listed above.  
(date)

You have received this document because you are listed as the Registered Name Holder or Administrative Contact for the domain name(s) in the WHOIS database.

Please read the following important information about transferring your domain name. You must agree to enter into a new Registration Agreement with us. You can review the full terms and conditions of the Agreement at <https://www.networksolutions.com/legal/static-service-agreement.jsp>.

Once you have entered into the Agreement, the transfer will take place within five (5) calendar days unless the current registrar of record denies the request. Once a transfer takes place, you will not be able to transfer to another registrar for 60 days, apart from a transfer back to the original registrar, in cases where both registrars so agree, or where a decision in the dispute resolution process so directs.

If you WISH TO PROCEED with the transfer, you must sign this form and fax it back Network Solutions. If you do not respond by fax, your domain name(s) will not be transferred to Network Solutions, LLC. If you have any questions about this process, please contact [registrar@networksolutions.com](mailto:registrar@networksolutions.com).

Signature: \_\_\_\_\_

Signor's Name(please print): \_\_\_\_\_

Date: \_\_\_\_\_

Please print this form, sign, and fax to: **Network Solutions, LLC, Attn: Registrar Change Group,  
Fax: (571) 434-4658**