

[City Government Letterhead]

[Date]

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

Dear Domain Manager:

As [Mayor (or equivalent title)] for the City/Town of [City/Town Name, State Name], I formally request the authority over the [xxxx.gov] second-level domain name be delegated to the City/Town of [City/Town Name, State Name]. I attest that I am the highest-ranking elected official for [City/Town Name, State Name] or have signing rights on behalf of the [Title of the Highest-Ranking Elected Official] for the City/Town of [City/Town Name, State Name].

This domain name will be used for [state the purpose]. The use of this domain is consistent with the City/Town of [City/Town Name] Internet policy. In addition, I will ensure the content of the requested domain name conforms to the .Gov policy.

By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$400 .Gov domain fee. I understand that if I wish to retire my domain, I must submit a written request to Registrar@dotgov.gov. If a written request is not submitted, I understand that I will continue to be responsible for all accrued domain fees.

The following individuals will be listed as POCs for [xxxx.gov]. It is understood that the POC information must remain valid and up to date.

Administrative Point of Contact (APOC)

Mr./ Ms. First Name, Last Name
Title
Address
Phone/Fax Number
Email Address

Billing Point of Contact (BPOC)

Mr./ Ms. First Name, Last Name
Title
Address
Phone/Fax Number
Email Address

Technical Point of Contact (TPOC)

Mr./ Ms. First Name, Last Name
Title
Address
Phone/Fax Number
Email Address

Sincerely,

[Signature]
[Name]
[Title]