

[County Government Letterhead]

[Date]

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

Dear Domain Manager:

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

This domain name will be used for [state the purpose]. The use of this domain is consistent with the County of [County 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](mailto: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]