

[Federal Government Letterhead]

[Date]

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

Dear Domain Manager,

As Head of or cabinet-level CIO for the [Agency Name], I formally request the authority over the [xxxx.gov] second-level domain name be delegated to the [Agency Name].

This domain name will be used for [state the purpose]. The use of this domain is consistent with the [Agency Name] Internet policy. In addition, I will ensure the content of the requested domain name conforms to the Federal Government content policies. This request meets the requirements of OMB Memorandum on "Policies for Dot Gov Issuance for Federal Agency Public Websites", https://www.dotgov.gov/portal/c/document_library/get_file?uuid=e8b32992-a501-4a37-a30c-7a4a2110c7d1&groupId=12665.

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]