

[Letterhead]

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

Dear Domain Manager:

As [Title], the cabinet-level CIO for the [Agency Name], I formally request that authority over the [xxxxx.gov] second-level domain name be delegated to the [Agency Name]. By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$125 .GOV domain name fee. In addition, I will insure the website content of the requested domain name conforms with the .GOV website content policy.

This domain name will be used for [purpose].

The use of this domain is consistent with the [Agency Name] Internet policy.

The following individuals will be listed as POCs for [xxxx.gov].

Administrative Point of Contact (POC)

Mr./Ms. first name, last name

Title

Address

Phone/fax number

Email address

Billing Point of Contact (POC)

Mr./Ms. first name, last name

Title

Address

Phone/fax number

Email address

Technical Point of Contact (POC)

Mr./Ms. first name, last name

Title

Address

Phone/fax number

Email address

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Name]