

[City Letterhead]

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

Dear Domain Manager:

As [*Mayor (or equivalent title)*] for the city of [*city name, state name*], I formally request that authority over the [*xxxxx.gov*] second-level domain name be delegated to the City of [*city name, state name*].

I attest that I am the highest-ranking elected official for [*city name, state name*] {OR} have signing rights and can act on behalf of the [*title of the highest-ranking elected official*] for the City of [*city name, state 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 City of [*city 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]