



Request to change the whois listed administrative contact

Fax: 416-535-0237

Please fill in all the appropriate information boxes that apply to your domain name and particular circumstances.

If an individual owns the domain name please include:

- 1) The domain name of concern
- 2) A signed letter stating your desire to change the whois listed administrative contact for the domain.
- 3) A copy of one piece of government issued photo ID such as a driver's license or passport.
- 4) The email address you wish to be used as the new administrative contact for the domain.

If a corporation or other entity owns the domain name please include:

- 1) The domain name of concern
- 2) A signed letter stating your desire to change the whois listed administrative contact for the domain on company letterhead.
- 3) Incorporation or official business registration documents
- 4) Government issued Photo ID of the individual listed as a principal within the incorporation documents (driver's license or passport)
- 5) The email address you wish to be used as the new administrative contact for the domain.
- 6) The signature of the individual listed as a principal within the incorporation documents



Admin Change Request Template

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Please explain IN DETAIL the circumstances which prevent you from accessing the domain in question via normal channels, including any information that is relevant to your particular circumstance and add this to any pertinent documents that you need to fax us. (as listed above) I am notified that these forms may take up to 2 days before processing.

Domain name

Company or name of Organization

Owner

Requested new administrative contact email address

Signature

Support ticket number or name of support representative you have communicated with (if available)

To make sure that the fax you send us is legible, particularly the ID, you may want to enlarge the data you are sending us first. By increasing the resolution of your first photocopy by 150 - 200 % then fax it to us, there is a better chance that the fax we receive will be more legible

