

Domain Registration Worksheet *Provided by BendTel*

When in the midst of network or hosting changes, correct and timely administration of your domain names is crucial. However, this detail is often overlooked or misunderstood until email or host access has already been disrupted. This worksheet is designed to assist in the understanding and documentation of all the information needed by your organization, your IT consultants, and your Internet service provider (ISP) regarding your domain registration.

First, write the domain name that we are documenting. (1) _____
(Your domain is usually everything after the "@" in your email address or everything after the "www." in the URL for your web site.)

In order to own a domain name, it needs to be registered with a domain registration service such as OpenSRS, Network Solutions, or Register.com. Your ISP may have registered the domain for you, or acted as an authorized reseller for a registrar. Most of the important information regarding your domain name can be obtained by viewing the whois record. If you have access to a unix-like system (such as *BSD, Linux, Solaris, or Mac OS X) simply go to a command line and type "whois mydomain.tld" (replace mydomain.tld with your actual domain listed on line 1). If you do not have access to the whois command (you run Windows), you can get much of the same information by going to a whois website such as www.betterwhois.com.

The whois record contains the name and contact information for the Registrant, Administrative Contact, Technical Contact, etc... The Registrant and Administrative Contact should be the person who owns the domain or is authorized by the owner to have ultimate decision-making power over the domain. The email address of the Administrative Contact can receive notifications of expiration and registrar login information to control the domain. In some cases these contacts are listed as your ISP; this is almost never correct. If you don't see yourself listed as the owner and administrator or your domain, take steps to correct the records.

List the Administrative email address listed in the whois record. (2) _____
(This address will get notifications of cancellation, requests to authorize any domain transfers, and can usually receive login information.)

If you own a domain, you can make changes to the domain's registration record. In order to edit this information, you will need to know where to access it (an administrative web page) and what the login information is (a user ID and password). If you registered the domain yourself, you should have chosen or received this information directly from the registrar. If you registered your domain through your ISP or another reseller, you may need to contact them to get the login information. You may also be able to request that it be sent to you if you have access to the email address listed on line 2.

List the URL where you administer your domain registration (3) _____

List the user ID to log into the site listed on Line 3 (4) _____

List the password to log into the site listed on Line 3 (5) _____

(Be sure to keep this worksheet secure; control of the above data means control of every aspect of your domain.)

The name servers (DNS) listed as authoritative for your domain are responsible for containing the data that tells the world where to access your web site, where to route your email, and all other host information. If the servers listed as your authoritative servers do not contain this information, or contain flawed information, email may not correctly route and your web site can appear to be down. When making changes that effect where your email needs to route or where any of your hosts are located (such as your web server) this data will need to be updated to reflect the changes. The administrators of these servers should be informed well in advance (days or even weeks) of any such changes. DNS changes do not happen immediately, but rather get distributed around the Internet at a rate that is not controlled by any given entity. Domain transfers can also take several days to go through and several more days to propagate.

List your authoritative name servers here:

- (6a) _____
- (6b) _____
- (6c) _____
- (6b) _____