

## Domain Name Administrative Email Address Change Form

I am requesting to change the Administrative Contact Address for a domain name. I am either the listed owner of this domain name, or I am a signing officer with the Organization listed on the domain name.

I have verified the domain's ownership information using WHOIS prior to submitting this request, and I have included the required documentation listed at the bottom of this form.

I understand this may take two (2) business days to process.

### Please provide the following information:

Domain name: \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

NEW Administrative Email Address: \_\_\_\_\_

Full street address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

### Required Documentation:

If this is a domain name registered to an **individual** you will need to include:

- A clear copy of a government-issued photo ID such as a driver's license or passport

If this is a domain name registered to an **organization** you will need to include:

- This request printed on company letterhead (alternatively, you can make a written request on letterhead and including the same information on this page)
- Business Registration or Incorporation documents issued by your government that bears the name of the requestor
- A clear copy of a government-issued Photo ID (driver's license/passport) connecting the Organization to the Requestor listed in the registration documents

### A note about Photo IDs and Fax Machines

Faxes send images as black and white without shades of gray. As a result, a photo ID sent by Fax can easily come out as a big black rectangle on the other end. To ensure that your request is not rejected because the photo ID was illegible, consider the following:

- Lighten the photocopy so that the text of the ID is the darkest part of the image.
- Enlarge the ID by at least 200%, or the entire page if possible

These steps are not mandatory, but lower the risk of the request being rejected because of an illegible Photo ID.

As an alternative, you can send a scanned copy of this request (including this form with a signature and Photo ID).

### Privacy

The identification information being requested is used solely for proof of identification purposes in order to update the requested admin name change. This information is not used for any other purpose.

Photocopies of the identification may be submitted with any certificate numbers blocked out or removed if desired.

**Fax this form to: 1-450-696-1160**

**Or E-mail to [domains@mexxus.com](mailto:domains@mexxus.com)**