



## Media Temple Registrant Email/Domain Verification Request

ICANN has made some modifications to the process for updating the Registrant contact information. When you update your Registrant info on a domain, this new process sends an email to BOTH the existing email address being replaced and the new email address for the Registrant contact. This change must be validated by accessing the existing registrant email address AND the new registrant email address. If this matter concerns more than one domain name, a separate request must be filed for each domain.

Registrant: The person or organization identified in the “Registrant” field of the WHOIS record.

Custodian: If an organization is identified in the Registrant field of the WHOIS record, the person authorized to act on behalf of the Registrant.

**Complete this form ONLY IF** you are the Registrant or Custodian of a domain name that is currently registered through Media Temple AND you no longer have access to the previous email addressed identified in the WHOIS record.

### DOCUMENTATION REQUIREMENTS:

*Please note, all documentation must be in English, unless a certified translation is provided.*

#### **Requirement #1**

A **color** copy of your government-issued ID must be included with your submission. We will only accept the following forms of identification.

- a. Government-issued photo passport (passport cards will not be accepted)
- b. Driver’s license or state photo identity card issued by the Department of Motor Vehicles (or equivalent)
- c. Military photo I.D.

#### **Requirement #2**

If, according to the WHOIS record, a company or organization is listed in the Registrant field, you must submit **one** of the following government-issued documents:

- a. Copy of the business license (local, state or federal agency)
- b. Tax certificate (number alone is not acceptable)
- c. Fictitious business name or “Doing Business As” registration
- d. Government-issued certificate of tax exemption showing charitable status
- e. IRS 501(c)(3) or 501(c)(6) “Determination Letter”
- f. EIN/TIN verification letter (IRS Letter 147C)

Review time is approximately 2-3 **business** days, depending on the volume of requests received. Requests not submitted in accordance with our strict requirements will not be processed. Please send any questions about the verification process to [verifications@mediatemple.net](mailto:verifications@mediatemple.net)



## Domain Verification Form

**ATTENTION:** Your request will NOT be considered if you do not complete this form and provide documentation in accordance with our strict requirements. All answers must be typed.

### Tell us about your request

**Domain Name**

**Current Registrant (as currently listed in WHOIS)**

**New Registrant (if applicable)**

**Company/Organization: (if applicable)**

**Custodian**

**Previous email address (as currently listed in WHOIS)**

**New email (the email you would like reflected in the WHOIS record)**

**A color copy of your government-issued identification must be included with your submission.**

Please select your method of identification. We are only able to accept the below forms of ID.

- Government-issued photo passport (passport cards will not be accepted)
- Government-issued photo driver's license (or equivalent)
- Government-issued military photo ID

**Note:** You may blackout private information. However, your complete name, signature, picture, expiration date and watermark must be in color and clearly identifiable. Any information you provide will be stored securely. If you are unable or unwilling to provide identification that meets the requirements set forth above, or if we have reason to believe that your ID is expired, a forgery or otherwise invalid, we will be unable to process this request.

Review time is approximately 2-3 **business** days, depending on the volume of requests received.  
Requests not submitted in accordance with our strict requirements will not be processed.  
Please send any questions about the verification process to [verifications@mediatemple.net](mailto:verifications@mediatemple.net)



**Provide us with a copy of your organization’s documentation**

If, according to the WHOIS record, a company or organization is listed in the Registrant field, you must submit **one** of the following government-issued documents. (Please select the appropriate check box.)

- Business license
- Tax certificate
- IRS 501(c)(3) or 501(c)(6) “Determination Letter”
- Fictitious business name or “Doing Business As” registration
- Government-issued certificate of tax exemption showing charitable status

**Affidavit** (This is a legally binding instrument):

Please carefully read, sign and date below. If you do not accept any one of the following terms, you should NOT file this Domain Registration Form (“this request”)

By signing and dating below; I do hereby certify, UNDER PENALTY OF PERJURY, that (i) I am the Registrant/Custodian of the above-referenced domain name; (ii) all of the information I have provided in support of this request is true, complete, current and accurate; (iii) I have read and agree to be bound by all of Media Temple’s terms and policies, located at <http://www.mediatemple.net/legal/>; (iv) if approved, I grant Media Temple access to make the changes on my behalf; (v) I agree that neither Media Temple, Inc. or any of its employees, agents, assigns, affiliates or partners shall be liable to me or any third party in any amount for any actions taken pursuant to this request; (vi) I agree to defend, indemnify, and hold harmless Media Temple, Inc. and its employees, agents, assigns, affiliates and partners, from and against any and all claims, loss, liability and/or damages arising from this request or any actions taken by Media Temple, Inc. in connection therewith.

\_\_\_\_\_  
Signature:

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

Review time is approximately 2-3 **business** days, depending on the volume of requests received. Requests not submitted in accordance with our strict requirements will not be processed. Please send any questions about the verification process to [verifications@mediatemple.net](mailto:verifications@mediatemple.net)