



Cover Letter

Proof of Domain Name Ownership

To: (mt) Media Temple _____ **From:** _____

Fax To: +1 (310) 388-0929 _____ **Pages:** _____

Phone: _____ **Date:** _____

Re: New request Addition to existing request

✘ WARNING ✘

INCOMPLETE SUBMISSIONS WILL NOT BE REVIEWED OR CONSIDERED.¹

Submission Checklist:

- Completed Proof of Domain Name Ownership form
- Copy of your Government-issued ID
- Copy of WHOIS record
- Copy of a registered letter or other mail item
- If applicable, Government-issued formation documents

Don't have access to a fax machine? Please feel free to email your submission to verification@mediatemple.net. Please note that we are only able to open .PDF files. If you send your documents in any other format, your request will not be reviewed or considered. Thank you!

¹ Your submission is considered incomplete if, for example: (i) all fields of the Proof of Domain Name Ownership form are not completed, signed, and initialed; and/or (ii) all of the required documents listed in Step 3 are not included with your submission of the form. Incomplete submissions will not be reviewed or considered.



Proof of Domain Name Ownership

For the purposes of this request, the following definitions apply:

- **Registrant:** Person, company/organization identified in the "Registrant" field of the WHOIS record for the domain name.
- **Custodian:** If Registrant is a company or organization, the person authorized to act on behalf of the Registrant.
- **Account Owner:** The person identified in our records as the owner of the (mt) Media Temple account ("(mt) account").
- **Account Contact:** A person identified in our records as an authorized account contact of the (mt) account.
- **Government-issued ID:** Valid passport, state or Government-issued photo ID card or state-issued photo driver's license.

FILE THIS FORM IF, AND ONLY IF, YOUR SITUATION MEETS ALL OF THE FOLLOWING CRITERIA:

1. You are the Registrant or Custodian of a domain name that is currently associated with a (mt) account, and you are neither the Account Owner or an Account Contact.

NOTE: IF THIS MATTER CONCERNS MORE THAN ONE DOMAIN NAME, PLEASE NOTE THAT A SEPARATE PROOF OF DOMAIN NAME OWNERSHIP FORM, ALONG WITH ALL REQUIRED DOCUMENTS, MUST BE FILED FOR EACH DOMAIN NAME

PLEASE PRINT CLEARLY OR TYPE · WE ARE ONLY ABLE TO ACCEPT FORMS AND DOCUMENTATION IN ENGLISH

Step 1 - Tell us about the domain name and your request

Domain Name	
Desired Course of Action	<input type="checkbox"/> Remove DNS zone file from all (mt) accounts. <input type="checkbox"/> Move DNS zone file to (mt) account number _____. <input type="checkbox"/> Move domain name registration to (mt) account number _____. <input type="checkbox"/> Create a new (mt) account for the domain name registration in the Registrant's name. <input type="checkbox"/> Also move the DNS zone file for the domain name to the new (mt) account.

Step 2 - Tell us about the domain name's Registrant, and, where applicable, the Custodian

Registrant	
Custodian (if Registrant is a Company/Organization)	
Mailing Address	_____ STREET _____ SUITE/APT/UNIT NO. _____ CITY STATE ZIP _____ COUNTRY
Telephone No.	
Email Address	



Step 3 - *Compile and provide us all of the documents listed below*

The following list describes the documentation you are required to enclose with your submission of this form. ALL of the documentation listed below must be included with your submission of this form in order for us to begin consideration of your request. No exceptions or substitutions for the required documents will be permitted, so please do not ask. If you are unable or unwilling to provide ALL of the documentation listed below, we will be unable to process your request.

ALL OF THE FOLLOWING IS REQUIRED:

1. A copy of your Government-issued ID; and
2. A copy of the current WHOIS record for the domain name, clearly displaying the “Registrant” field and Registrant's name and contact information; and
3. A copy of a registered letter or other piece of mail (e.g. utility bill) addressed to the domain name Registrant at the mailing address showing in the WHOIS record for the domain name; and
4. IF, according to the WHOIS record, the Registrant of the domain name is listed as a company/organization, ONE of the following Government-issued documents is required, in addition to all of the above:
 - a. A certified copy of the company or organization's business license; or
 - b. Tax certificate (number alone is not acceptable); or
 - c. IRS 501(c)(3) or 501(c)(6) “Determination Letter”; or
 - d. Fictitious business name or “Doing Business As” registration (an application is not acceptable); or
 - e. State-issued certificate of tax exemption showing charitable status; or
 - f. A certified copy of the company or organization's Articles of Incorporation.



Affidavit

Please carefully read, initial, print and sign

Please carefully read each of the following terms and initial next to each term to confirm your full understanding and acceptance of the stated term. If you do not fully understand and accept any one of the following terms, you should NOT file this Proof of Domain Name Ownership form ("this request") and you should instead consult a lawyer or arbiter to resolve your dispute with the Account Owner. This is a legally binding instrument.

_____ I certify, UNDER PENALTY OF PERJURY, that I am the legal Registrant and/or Custodian of the domain name identified herein and all of the information I have provided in support of this request is true, complete, current and accurate.

_____ I fully understand and accept that all site content, files, emails, data and/or any other content or materials associated with the domain name ("Domain Content") on (mt) Media Temple's systems is owned and controlled by the Account Owner. If approved, I fully understand and accept that (mt) Media Temple will NOT provide or make available to me any Domain Content and (mt) Media Temple will ONLY provide me with the domain name registration service and/or the DNS zone file in connection with this request.

_____ I fully understand and accept that (mt) Media Temple must find that I am the named Registrant of the domain name, or that I am the domain name's Custodian, in order to move forward with the desired course of action I have selected. If (mt) Media Temple cannot determine or identify the domain name's Registrant and/or other contact information (i.e. if privacy is enabled) and/or if (mt) Media Temple determines that I am not the Registrant or Custodian of the domain name, (mt) Media Temple will be unable to process this request.

_____ If approved, I fully understand and accept that (mt) Media Temple will act, without prior or further notice, pursuant to the desired course of action I have selected. Consequently, there may be unintended and/or undesirable consequences related to that action, such as loss of key web and/or email functions for the domain. I fully understand and accept that I am fully and solely responsible for making any needed adjustments and/or preparations for such consequence PRIOR to filing this request. Should I fail to so act, I fully understand and accept that I am doing so completely at my own risk.

_____ If approved, I fully understand and accept that (mt) Media Temple will disclose to Account Owner that the DNS zone file and/or domain name registration service has been removed from the (mt) account pursuant to this request. (mt) Media Temple may also disclose my name to Account Owner and/or Account Owner's authorized Account Contact(s).

_____ In the event that this request is denied, I fully understand and accept that I may need to contact ICANN, the governing body for domain name registrations, to resolve my dispute with Account Owner. Please see the ICANN Uniform Dispute Resolution Policy at <http://www.icann.org/en/help/dndr/udrp> for more information.

_____ I fully understand and accept that, generally speaking, processing time for all Proof of Domain Name Ownership requests is between 1-3 business days. This time frame, however, may be longer depending on the particulars of my situation and the volume of requests (mt) Media Temple receives.

_____ I agree that neither (mt) 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. Additionally, I agree to defend, indemnify, and hold harmless (mt) Media Temple, Inc., and all of 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 (mt) Media Temple, Inc. in connection therewith.

PRINTED NAME

SIGN

DATE