## Instructions for Domain Name Registration / Modification

Authorizing officer’s signature and the official stamp require to be placed in each page of the Gov.lk Domain Registration/ Modification Form and the support letter.

You may seek assistance from hosting provider / developer in filling resource records section of the form.

Make sure you provide valid contact numbers with easy access and active email addresses in order to process your request avoiding any delays.

The support letter must be printed in an official letter head of the organization.

Please email the authorized Gov.lk Domain Registration/ Modification Form and the support letter to **hostmaster@gov.lk** **.**

Do not hesitate to contact Service Desk (0112497900 / helpdesk@noc.gov.lk) for any assistance.

Further if you seek any technical advice or input in deciding a domain name, please make an appointment to talk to the relevant officer through service desk.

**Kindly note that requests with incomplete information or documents will not be processed.**

## Instructions to fill Gov.lk Domain Registration / Modification Form

1. **Domain Details**
	1. Request Type: New domain registration / New sub domain registration / Resource records modification
	2. Fully-Qualified Domain Name: Domain name. E.g. abcd.gov.lk
	3. Reason for the Request:

If this is a new request; please mention the reason for the domain request. Eg: To host a website for the organization, To host an accounting application, etc

If you have already obtained the domain / sub domain and if you need to modify the resource records of the domain; please mention the reason for modifying the records. Eg: Change in the hosting location of the website, to secure the email system, etc

1. **Organization Details (Domain owner)**
	1. GoSL Organization name should be the organization which the domain should be registered, or the domain is already registered (the domain owner). Eg: If you are requesting a domain for a department/authority/board under a particular ministry, the request should be initiated from the respective organization and not from the ministry.
2. **Administrative Contact (from the above organization)**

Administrative contact should be an officer who is working for the organization where the domain is registered. It is not essential for the administrative contact to have the technical knowledge, but the awareness of the request is needed.

1. **Technical Contact (Optional)**

Technical contact should not be necessarily from the same organization where the domain is registered.

1. **Content Developer**

In the content developer section; Contact details of a responsible person require to be included from the company which is handling the development part. This could be an individual or a volunteer who is involved in developing / customizing the content.

1. **Hosting Details**

Location needs to be mentioned where the content will be hosted including the contact details of the responsible individual who will be coordinating with the hosting provider.

1. **Resource Records**

Please note that gov.lk domains will not be delegated to a third party name server. Further, it’s not encouraged to redirect gov.lk domains to third party domains. You can fill the resource records table as indicated below;

|  |  |  |  |
| --- | --- | --- | --- |
| **Host** | **Type** | **Priority** | **Value** |
| abc.gov.lk | A |  | 192.168.1.1 |
| abc.gov.lk | TXT |  | “This is a text record” |
| abc.gov.lk | MX | 10 | xyz1.lk |
| abc.gov.lk | MX | 20 | xyz2.lk |

## Instructions to prepare the support letter

The information in subject of the support letter should be the same information you have stated under 1.1 and 1.2 sections of Gov.lk Domain Registration/ Modification Form.

E.g.: If,

1.1 Request Type: Resource records modification

1.2 Fully-Qualified Domain Name: abcd.gov.lk

 Then the subject should be;

**Request for the Resource records modification - abcd.gov.lk**

The same name in the section 3.1 of Gov.lk Domain Registration/ Modification Form should be included in the second paragraph of the letter.

If you wish to mention any additional remarks related to the request, you can include it after the second paragraph.

Name of the head of the organization and designation included in the signature of the letter should be similar to section 2 of Gov.lk Domain Registration/ Modification Form.