



Proof of Domain Name Ownership Request

For purposes of this request, the following definitions apply:

Registrant: Person or organization identified in the “Registrant Organization” field of the WHOIS record (or, if no Registrant Organization is listed, person or organization listed in the "Registrant" field).

Registrant Mailing Address: Address identified in the “Registrant Street” field of the WHOIS record.

Custodian: If Registrant is an organization, the person authorized to act on behalf of Registrant.

Account Owner: The person identified in our records as the owner of the Media Temple account.

ELIGIBILITY

Complete this form **ONLY IF** you are the Registrant or Custodian of a domain name that is currently registered through Media Temple AND you are not the Account Owner.

DOCUMENTATION

All documentation must be in English unless a certified translation is provided.

Requirement #1

A **color** copy of your government-issued I.D. 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); or
- c. Military photo I.D.

Requirement #2

If Registrant Mailing address differs from your government-issued I.D., a copy of a utility bill or registered letter addressed to Registrant at the Registrant Mailing Address must be included.

Requirement #3

If, according to the WHOIS record, an organization is listed in either the Registrant field OR the Registrant Organization field, you must also include one of the following government-issued documents:

- Business license;
- Tax certificate;
- Fictitious business name or “Doing Business As” registration;
- Government-issued certificate of tax exemption showing charitable status;
- IRS 501(c)(3) or 501(c)(6) “Determination Letter;” or
- EIN/TIN verification letter (IRS Letter 147C)

ALL REQUESTS MUST BE EMAILED TO verification@mediatemple.net

Please allow approximately 3 business days for initial review.

Requests not submitted in accordance with our strict requirements will not be considered.



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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.

Step 1 - Tell us about the domain name, the Registrant, and where applicable, the Custodian

Domain Name	
Registrant	
Registrant Mailing Address	
Custodian	
Registrant/Custodian Email Address	

Step 2 - Tell us about your request

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

Step 3 - Copy your government-issued I.D.

A color copy of your government-issued I.D. must be included with your submission. We are only able to accept the following forms of identification:

- Government-issued photo passport (passport cards will not be accepted);
- Driver's license or state photo identity card issued by the Department of Motor Vehicles (or equivalent); or
- U.S. Military photo I.D.

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Step 4 - Provide proof of address

If Registrant Mailing address differs from your government-issued I.D., a copy of a utility bill or registered letter addressed to Registrant at the Registrant Mailing Address must be included with your submission.

Step 5 - Provide organization documents

If, according to the WHOIS record, an organization is listed in either the Registrant field OR the Registrant Organization field, you must also include one of the following government-issued documents:

- Business license;
- Tax certificate;
- Fictitious business name or "Doing Business As" registration;
- Government-issued certificate of tax exemption showing charitable status;
- IRS 501(c)(3) or 501(c)(6) "Determination Letter;" or
- EIN/TIN verification letter (IRS Letter 147C)

IMPORTANT: If you are unable to provide identification that meets the requirements set forth above, or if we have reason to believe that your I.D. is a forgery or otherwise invalid, we will be unable to process this request.

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Step 6 - Affidavit

Please carefully read the following and initial next to each term to confirm your acceptance.

_____ I, the undersigned, certify that I am the legal Registrant or Custodian of the domain name identified herein and all of the information I have provided in support of this request is true and accurate.

_____ I accept that all content associated with the domain name on Media Temple's systems is owned by the Account Owner. If approved, I understand that Media Temple will NOT provide any content.

_____ I accept that Media Temple must determine that I am the Registrant or Custodian of the domain name in order to process this request. If Media Temple cannot determine the domain name's Registrant and/or Registrant Mailing Address (e.g., if privacy is enabled) and/or if Media Temple determines that I am not the Registrant or Custodian of the domain name, Media Temple will be unable to process this request.

_____ If approved, I accept that Media Temple will act, without notice, pursuant to the desired course of action I have selected. **Consequently, there may be undesirable consequences related to that action, such as loss of email content and/or key web and/or email functions for the domain.** I accept that I am solely responsible for making any needed preparations for such consequence(s) PRIOR to filing this request.

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

_____ In the event that this request is denied, I accept that I may need to contact ICANN, the governing body for domain name registrations. For more information, please see: <http://www.icann.org/en/help/dndr/udrp>

_____ I accept that review time is generally 3 business days. I understand that this timeframe may vary depending on the volume of requests received.

_____ I agree that neither Media Temple, Inc., nor 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 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 Media Temple, Inc. in connection therewith.

Printed Name

Signature

Date

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