

Select a Registrar

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

The University of Tennessee
Municipal Technical Advisory Service
1610 University Avenue
Knoxville, TN 37921-6741
865-974-0411 phone
865-974-0423 fax
www.mtas.tennessee.edu

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Reference Number: MTAS-1769

This may not be necessary depending on the type of developer you choose. For example, if you are contracting with a professional website development firm, it could manage the entire process for you. It would be good to understand how to Register the Domain Name [1] in case you change companies at a later time. However, you may choose to register your own domain name so that the city maintains control rather than giving that control over to someone else.

The registrar is the retail company from whom you purchase the rights to your domain name. This company should be accredited by the Internet Corporation for Assigned Names and Numbers (ICANN) at <http://www.icann.org> [2] or by a national ccTLD authority to register Internet domain names. ICANN has authority over all the gTLDs, while the Internet Assigned Numbers Authority (IANA) at <http://www.iana.org> [3] has authority over ccTLDs.

The registrars for the gTLDs are numerous and the pricing is very competitive. Here is a link to the list of ICANN accredited registrars: <http://www.icann.org/registrar-reports/accredited-list.html> [4]. Some that you may recognize are GoDaddy [5] and NetworkSolutions [6].

For your ccTLD registration, there is only one registrar and that is Neustar at <http://www.neustar.us/> [7]. In order to purchase a domain name such as www.ci.CITYNAME.tn.us [8] you will need to provide specific documentation to Neustar. If you have questions about this process you can email support.us@neustar.us [9] or call 844-677-2878 (Option 1, 2). The current steps are listed below. However, they do change so you should call or email first to confirm the following steps.

1. Print off and sign the .US Domain registration agreement: <https://www.about.us/assets/pdf/us-locality-registration-agreement.pdf> [10].
2. A city/organization letterhead cover letter
3. A completed delegated manager update template: https://ns-cdn.neustar.biz/creative_services/biz/neustar/www/resources/domain-names/delegated_manager_template.txt [11]

Once you have completed the above documents, send them to the following postal address.

.US Locality Registry
 Neustar Customer Service
 1650 Lyndon Farm ct.
 Suite 300
 Louisville, KY 40223

Links:

[1] <https://www.mtas.tennessee.edu/reference/register-domain-name>

[2] <http://www.icann.org>

[3] <http://www.iana.org>

[4] <http://www.icann.org/registrar-reports/accredited-list.html>

[5] <http://www.godaddy.com/>

[6] <http://www.networksolutions.com/>

[7] <http://www.neustar.us/>

[8] <http://www.ci.CITYNAME.tn.us>

[9] <mailto:support.us@neustar.us>

[10] <https://www.about.us/assets/pdf/us-locality-registration-agreement.pdf>

[11] https://ns-cdn.neustar.biz/creative_services/biz/neustar/www/resources/domain-names/delegated_manager_template.txt

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be

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applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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