

## Communications and Media Commission



## Registration Procedures for Normal Registrars



**Procedure Status:**

Below is the policy state:

<b>Version</b>	1.0
<b>Effective date</b>	
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<b>Date of Issuance</b>	Sep 6th, 2012



## Steps to be followed for choosing, registering, or maintaining Iraqi top-level domain name

### 1- Choose your domain name

Domain name should be available and unregistered. To check if the domain name was available for registration or not, you can use the domain information service (**WHOIS**). Domain names must comply with technical and procedural requirements. You can see these procedures from the domain name registration policy document. It is necessary for a domain name and its content to be compatible, unless there was significant shortens for your institution or business. Make sure to choose an attractive and easy domain name because you will use it to address a large number of visitors and customers.

### 2- Choose your registrar

After you choose the domain name, you are allowed to deal directly with CMC as a main registrar, or to choose an accredited registrar. You will find a list of (**CMC accredited registrars**) in the annex of registration procedures and at CMC website.

### 3- Have a look at the domain names registration policy

Registrar should review domain name registration policy document before starting register domain names. The document will be available to accredited registrar or on CMC website.

### 4- Provide your registrar with necessary information

You need to provide accredited registrar with the following information:

Information on domain name registrar, contact details (**name, phone, address, and e-mail**) in addition to **2** Domain Names Servers (**DNS**), as well as valid email account. This is very important because it is the only contact means with you.



## 5- Fill in registration application

The accredited registrar will fill in the e-application (or the application will be filled directly by you via the accredited registrar website interface). Make sure to fill your information correctly, not the registrar's or website designer's information.

## 6- Register Domain name

The registration process is completely automatic. The application, which is filled by the accredited registrar, is automatically entered into IQ database if it is compatible with registration requirements. Registration will be for one or two years as registrar may choose. Registration fees will be deducted from the registrar account automatically. It is not permitted to correct or change domain name which was incorrectly spelled. In such case, registrar shall have to apply and pay for new domain name.

## 7- Posting on website

Monitoring domain name status is available for you as an owner and for your accredited registrar. You will be informed on domain name registration. Process of registration will be within **22 to 48** hours maximum.

## 8- Server update and domain name activation

Domain name will be activated when updating server (**DNS**) is done. Within a specified period of time, publication process will be done all over the world through publishing (**DNS**) via (**DNS**) systems.

## 9- WHOIS

Your domain name will be saved on (**WHOIS**) database for anyone who wants to identify information of a domain name owner, knowing that domain name owners' information are protected from abuse .



## 10- Check your new domain name once notified by the accredited registrar or CMC.

## 11-Domain name Update

Domain name owner should update his/her domain data in communion with his/her accredited registrar with no need to update directly from CMC. In case you do not know who your registrar is, you can use (**WHOIS**) service.

## 12-Domain name deletion

To delete a domain name, owner should contact his/her accredited registrar without the need to ask CMC. Domain name registrar may delete domain name directly or postpone it to a later date .

If you do not wish to renew your domain, you will have to inform the accredited registrar before domain name expiry period, knowing that accredited registrar can provide you with a specific date for expiry date or alternately you can do it yourself through (WHOIS). Registrar may renew your domain name as soon as it expires, then demand you with registration fee .

## 13-Domain name freezing

Expired domain names are not available for registration again immediately after expiry. They will be frozen for **60** days, during which the name will be inactive and data update is not permitted. However, you can renew domain name during the 60-day period before deletion.

## 14- Domain name Transfer

Domain name belong to its owner, not to the registrar who run or register it. The owner has full right to transfer domain name from a registrar to another at any time .

## 15-Price

CMC will charge same fees on transferring process as if it was a new domain registration. In order to prevent using this service randomly by domain owners, domain name, if transferred, shall be renewed for one year. Renewal fees shall be deducted from the new registrar .



CMC shall not intervene in disputes between registrar and registrant in regard to financial accounts, payment, pre-deletion of domain or any other dispute. Owner must accurately review registrar's registration terms and conditions prior to registration.

## 16-Registrars outside Iraq

Registrars outside Iraq shall certify within 6 months all the required documents from embassies or consulates outside Iraq, otherwise domain name will be deleted without any legal or financial liability on CMC .

## 17-Steps to transfer Domain Name to another registrar

### - Choosing accredited registrar

You can contact any new registrar in our registrar list, and provide him/her with the necessary data similarly as in the case of a new domain name registration.

### - DNS server Installation

The new registrant will use this data to install DNS server for your domain name. Make sure of accuracy of data which must belong to the owner and not to registrar or mediator.

### - Domain transfer

Domain name can be transferred by two steps  
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#### - To transfer domain, submit application

New Registrant will provide application through CMC automated registration system. Request will be considered within 3 days. In case no transfer made, the application will be cancelled and relevant parties will be informed.

#### - Implementation of transfer

Once submitted, transfer request will appear on the old registrar interface for approval or rejection. A message will be sent to the owner and its new registrar on the approval or rejection decision.

## 18-DNS servers update

Domain name owner can see the change once domain servers updated.



## 19-Domain name renewal

Steps to renew domain name differ from one registrar to another. Domains can be renewed automatically or manually. Renewal fees will be deducted from the registrar after that. Accordingly, it is important to keep in contact with the registrar to inform him/her whether you want to renew your domain or not. If you do not want to renew your domain, the registrar will delete it immediately or wait until the end of the freeze period, which lasts for **60** days from the date of expiration of your domain name.

## 20-Domain names renewable for one year or two years

If the data on WHOIS indicates that the CMC is your accredited registrar, this means that your registrar is no longer accredited by the CMC and that his/her contract with CMC has expired. In this case, it is impossible to renew your domain name. However, you can choose another registrar for your domain name and transfer it to his/her account for renewal. If you do not make renewal with the new registrar, domain will be transferred into freeze status for a period of **60** days from the date of expiration, after which domain will be deleted.

## 21-Annex of accredited registrars:

Item	Name of accredited registrar	Email	postal Address

### Information on procedures:

Contact Person:

Contact the below for details on this policy:

<b>Name</b>	CMC
<b>Address</b>	Iraq, Baghdad / Al-Masbah/ Hay Babil
<b>Email</b>	<a href="mailto:iq@cmc.iq">iq@cmc.iq</a>