



## Administrative Email Address Change Form

**Fax:** 416.531.2516  
**Attention:** OpenSRS Administration

Fax this form, complete with all applicable details, to the fax number above in the event that a Domain's Administrative Contact email address is no longer functioning, and must be changed to a new address.

Please make sure that all of the appropriate details are included (Note: the required elements will depend on whether the domain is owned by an individual or a corporation.

Required: Individual's Domain Name:	Required: Corporation's Domain Name
<ul style="list-style-type: none"> <li>1) Domain Name</li> <li>2) Signed letter of request</li> <li>3) Photo ID (current driver's permit or passport)</li> <li>4) New administrative email address</li> <li>5) Owner's Signature</li> </ul>	<ul style="list-style-type: none"> <li>1) Domain Name</li> <li>2) Signed letter of request on Company letterhead</li> <li>3) Business Registration documents</li> <li>4) Photo ID connecting Requestor to the Corporation (current driver's permit or passport)</li> <li>5) New administrative email address</li> <li>6) Owner's Signature</li> </ul> <p><i>This information should belong to someone with demonstrable signing authority for the organization, as shown on the Business Registration documents.</i></p>

OpenSRS will email the new Administrative email address notifying them that the update has been completed. Note that the administrative email address is the only aspect of your domain record that OpenSRS will update. If you wish to change other details on your domain record, your Registration Service Provider will assist you at your request. Your RSP is the entity who handles all aspects of your domain record and also who you've paid to provide you with support. Their contact information may be found on invoices or other billing information when you purchased or renewed your domain.

## **Administrative Email Address Change Template**

*Please include the appropriate information below, as specified in the table on the previous page.*

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**Domain Name:**

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**Company Name:**

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**Owner:**

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**New Administrative Email Address:**

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**Signature:**

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**Attach:**

- Signed letter of request (on company letterhead if required)

**Include a clear photocopy of :**

- Photo ID
- Business Name Registration / Incorporation Documents (if required)