

## Administrative Contact Email Address Change Form

This form is to be used by SelectNet customers to change the Administrative Contact email address for a domain name registered through SelectNet for which OpenSRS (Tucows, Inc.) is the registrar. This form is to be used only if the email address presently associated with the domain name is not functioning and/or you do not have access to the Domain Manager located at <http://www.select.net>.

SelectNet requires authorization from the legal owner/registrar of the domain name in order to change email information associated with the domain name.

To authorize the change of email address, please complete this form and the required authorization letter and other information, and fax all to: 760-438-1954.

**Domain Name (e.g. mydomain.com) :** \_\_\_\_\_

<b>Current Administrative Contact Information</b>
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**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State/Province:** \_\_\_\_\_ **Zip/Postal Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**FAX Number (optional):** \_\_\_\_\_

**Current E-Mail Address:** \_\_\_\_\_

<b>New Administrative Contact Email Address</b>
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Please provide the new email address that you would like associated with the Administrative Contact for this domain name. Be sure that this new email address is properly functioning, accessible, and is spelled correctly.

**New Email Address:** \_\_\_\_\_

<b>Letter of Authorization and Photo ID</b>
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Please attach to this form a signed and dated letter authorizing the email change. If the registrant is a business, the letter must be on the business' letterhead and signed by an authorized representative.

Additionally, please attach a **signed photocopy of a valid government-issue photo ID**, such as a valid driver's license, passport, military ID, university ID, etc., that establishes the identity of the person signing the letter as the registrant or the registrant's representative. For a business, you must also fax proof of your position with the registrant, such as the registrant's corporate filing certificate listing you as an officer.