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This policy is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of New Zealand Domain Name Registry Ltd, trading as .nz Registry Services

REGISTRY CONNECTION PROCESS

1 Statement of Purpose

- 1.1 To outline the process that organisations need to do to access the registry systems, both for Authorised Registrar's as well as provisional connections for those organisations awaiting approval by the DNC of their Authorised Registrar applications.
- 1.2 An Authorised Registrar connection allows complete access and control to the registry to create and administer their domain names.
- 1.3 Organisations can apply for a provisional connection to the registry. Application can be made once the organisation has applied to the DNC to become an Authorised Registrar. A provisional connection will allow organisations to access the registry system in a non-production mode. This allows the organisation to integrate the required technical and non-technical changes within their organisation should they become a Registrar. This may or may not include using the technical RIK.

2 Background

- 2.1 For Authorised Registrar access, the DNC must have approved the application. All forms required by the DNC to become a Registrar must have been completed before a provisional connection is issued.
- 2.2 Approval of the provisional connection application does not grant your organisation any rights or privilege. A provisional connection does not mean you will become an Authorised Registrar and nor are you able to call yourself an approved and/or provisional .nz Registrar.

3 Authorised Registrar Connection Process

- 3.1 Once the DNC has approved the Registrar Authorisation application they will notify .nz Registry Services (the "Registry Manager"). This will then allow the newly Authorised Registrar to apply using the [form CON1](#) for access to the production system.

- 3.2 [Form CON1](#) requires:
- 3.2.1 Application contact name and details.
 - 3.2.2 Technical contact name and details.
 - 3.2.3 Affirm that the DNC has approved the organisation as an Authorised Registrar.
 - 3.2.4 Agree that any anomaly that is material to the registry or any other stakeholder is reported to the Registry Manager in a timely fashion.
- 3.3 Once the Registry Manager receives the CON1 application they will contact the DNC to ensure that the organisation has been approved as an Authorised Registrar.
- 3.4 Once the Registry Manager has confirmed the details of the Authorised Registrar they will liaise with the technical contact of the Authorised Registrar. Before the Registrar is granted access to the production systems of the registry they must be able to demonstrate or provide the following to the satisfaction of the Registry Manager:
- Ability to access the system
 - Ability to create a record
 - Ability to update a record
 - Ability to issue a UDAI
 - New Zealand Bank account details and authorisation form for direct debit

Once the Registry Manager is satisfied they will issue the information required to access the production system.

4 Provisional Access Application Process

- 4.1 Visit www.dnc.org.nz to view the Registrar Implementation Kit, which contains all information relevant to becoming a registrar: technical specifications, the [Authorisation Agreement](#), the [Connection Agreement](#), and all associated .nz policies.
- 4.2 An organisation that wishes to apply for a provisional connection should apply using the [form CON1](#).
- 4.3 [Form CON1](#) requires:
- 4.3.1 Application contact name and details.
 - 4.3.2 Technical contact name and details.
 - 4.3.3 Affirm that this application is for testing and integration purposes.

- 4.3.4 Affirm that the [AOR1 form](#) and payment has been completed and sent to the DNC.
- 4.3.5 Agree that any anomaly that is material to the registry or any other stakeholder is reported to the Registry Manager in a timely fashion.
- 4.4 Once the completed application has been received, the Registry Manager will confirm that the DNC has received the AOR1 form and the application has not been declined.
- 4.5 Once these details have been confirmed the Registry Manager will provide access details to the named technical contact within 3 working days and notify the DNC.

4.6 Termination of Authorised Registrar Access

- 4.7 Please refer to the [Process on De-Authorisation of a Registrar](#) (POD) document for details on the process around cancellation of an Authorised Registrar.
- 4.8 If the Registry Manager believes that the actions or inactions of the Authorised Registrar are causing material impact to the registry and/or other users then the Registry Manager has the right to suspend the connection. The Registry Manager should make effort to inform the organisation of the issue(s) and the intent that if it continues then the access could be suspended. If the action, or inaction, continues or the Registry Manager is unable to reach the contact name(s) of the Authorised Registrar, then the Registry Manager has the right to immediately suspend the access for the Authorised Registrar without further notice. Should the Registry Manager suspend access they shall inform the Authorised Registrar and the DNC via email and fax immediately afterwards.
- 4.9 Once the Registry Manager has been satisfied that Authorised Registrar has addressed the reasons for suspension then the Registry Manager will resume access for the Authorised Registrar.
- 4.10 The Authorised Registrar has the right to appeal to the DNC should they wish to have their access reinstated if the connection was suspended by the Registry Manager. The DNC will make every effort to review the appeal as quickly as possible.

5 Termination of Provisional Access

- 5.1 Provisional access can end for any of the following reasons:
 - 5.1.1 Applicant wishes to end the agreement.
 - 5.1.2 The DNC declines the Registrar Authorisation application.
 - 5.1.3 Registry Manager terminates the agreement and/or the provisional connection service is discontinued.

- 5.2 Disconnection of any organisation's provisional connection will not occur without prior notification to all parties, being the provisional organisation, Registry Manager and the DNC.
- 5.3 Should the organisation wish to terminate the provisional connection they shall email the Registry Manager at application@nzrs.net.nz or fax on +64 4 931-6979. The Registry Manager will then attempt to confirm with the applicant the termination notice within two working days. Once the termination has been confirmed the Registry Manager will terminate the access codes for that organisation within one working day.
- 5.4 Should the DNC decline the Registrar Authorisation application then the DNC shall inform the Registry Manager of this decision. The Registry Manager will then terminate the connection codes for that organisation within one working day. The Registry Manager will then inform the application contact person of this termination the same day.
- 5.5 If the Registry Manager believes that the actions or inactions of the provisional organisation are causing material impact to the registry and/or other users then the Registry Manager has the right to terminate the provisional connection. The Registry Manager should make effort to inform the organisation of the issue(s) and the intent that if it continues then the provisional access will be terminated. If the action, or inaction, continues or the Registry Manager is unable to reach the contact name(s) provided in the provisional connection application, then the Registry Manager has the right to immediately terminate the access codes for that organisation without further notice. Should the Registry Manager terminate access they shall inform the provisional user and the DNC via email and fax immediately afterwards.
- 5.6 The provisional organisation has the right to appeal to the DNC should they wish to have their provisional connection reinstated if the connection was terminated by the Registry Manager. To do so they must present information to the DNC that they have rectified any issues that lead to the termination.

6 General Information

- 6.1 Completed CON1 form should be sent to:

Registry Manager
NZ Registry Services
PO Box 24361
Wellington
New Zealand

Note this is a different address than the AOR1 form.

- 6.2 Should the DNC decline the Authorised Registrar application then the provisional connection rights will also cease at the same time.

- 6.3 Registry Manager reserves the right to suspend access to the registry system should they feel that an organisation's actions are degrading the system in an unacceptable manner.
- 6.4 If anyone has any questions regarding this document they should contact the DNC via policies@dnc.org.nz. Questions with regard to the form CON1 should be emailed to the Registry Manager at application@nzrs.net.nz.



This form is issued by .nz Registry Services.

APPLICATION FOR CONNECTION TO .NZ REGISTRY

Please complete this form then print, sign, and return to the Registry Manager, at:

Registry Manager
NZ Registry Services
PO Box 24361
Wellington
New Zealand

1, Organisation Name:

Address:

Telephone:

Fax:

2, Application Contact Name:

Email Address:

Contact Telephone:

3, Technical Contact Name:

Email Address:

Contact Telephone:

4, Is this application for an Authorised Registrar connection?

4a, I affirm that Domain Name Commission has approved the organisation as an Authorised Registrar.

4b, I understand that the Registry Manager will require demonstration of ability to use the registry system.

4c, I have attached information regarding our NZ bank account details.

5, Is this application for a provisional connection?

5a, I understand that approval of this provisional access application only allows access for my organisation to the registry systems for testing and orientation purposes.

5b, I have submitted a completed AOR1 to the Domain Name Commission.

5c, I have submitted the non-refundable Authorisation application fee to the Domain Name Commission.

6, I agree to report any material issue, technical or non technical, in a timely manner to the Registry Manager with regard to the registry system.

(signed)

(Date)

(name)