

## dotFM<sup>®</sup> Domain Manager Email Address Change Form

This form is to be used to change the email address on file for a Domain Manager Account on dotFM Retail Registration System, in the event the email address presently associated with the domain name administrative, organizational, billing or technical contact information is not functioning and/or you do not have access to the email address to make the changes using the dotFM Domain Manager at: <https://www.dot.fm/manager>

dotFM requires authorization from the legal owner/registrant of the domain name in order to change email information associated with the Domain Manager Account.

To authorize the change of email address, please complete this document and fax to: **+1-415-677-4025** or Scan the document and email to: [hostmaster@dot.fm](mailto:hostmaster@dot.fm)

### I. Current Contact Information

Please include in this section the complete contact information for the contact on file for the Domain Manager Account for which you wish to change the email address. The individual can be the Administrative, Organizational, Billing or Technical Contact for the account whose Information must appear in dotFM's database.

All fields on this form are required to be completed. Incomplete forms will not be processed. All Information submitted must match the contact information on file by dotFM.

In the fields below, please enter the contact information for the individual requesting the change of email, including the incorrect or invalid email address currently associated with the contact for this domain name. **All fields are required.**

**Domain Manager Account (user name):** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

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

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

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code/Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Security Question/Answer on Account:** \_\_\_\_\_

## II. New Email Address

Please provide the new email address that you would like associated with the contact for this Domain Manager Account. Be sure that this new email address is properly functioning, accessible and is spelled correctly below, as all future confirmation messages from dotFM will be sent to this address:

**Current Email on File:** \_\_\_\_\_

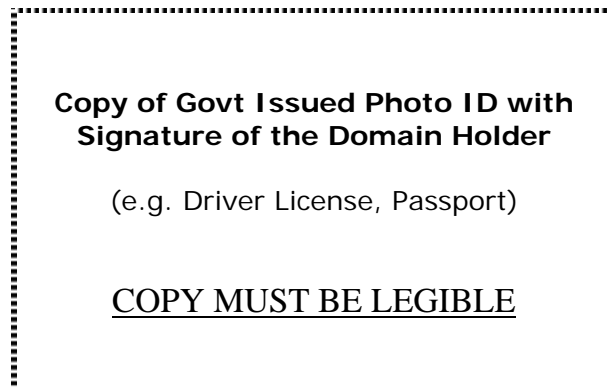
**New Email Address:** \_\_\_\_\_

## III. Authorization Signature and Photo ID

In this section, please provide a signed and dated letter authorizing the email change. The letter is attached below. Additionally, please attach a **signed photocopy of a valid government-issued photo ID**.

**Note:** Accepted forms of identification are national, state or local government-issued forms of identification, such as a valid driver's license, passport or military ID. If an officer of the registrant is requesting the change, you must also fax proof of that persons' position with the registrant, such as the registrant's corporate filing certificate listing that person as an officer.

**PLEASE PLACE PHOTO ID HERE:**



### Letter of Authorization

This letter authorizes that I, \_\_\_\_\_, authorize dotFM to change the email address for the contacts associated with the domain name(s) listed in Section I of this Document to the email address listed in Section II of this document.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_