For Office Use Only. Do not write here.

Date Received: _____
Processed by: _____
Reference #: _____
Action: _____

Manual Order Form

**Please either FAX to 416-385-7765, scan and EMAIL to hsupport@fastwebserver.com or
MAIL to the address below for processing.**
FastWebServer Internet Services Inc.,
5863 Leslie St. # 307, Toronto Ontario, Canada, M2H1J8

You must include all 3 pages of this form plus the applicable documentation listed on page 3.

I am requesting:

☐ **Registration of a Municipal Domain Name** ($50.00 plus registration fee)

☐ **Registration of a Conflicting Dot-Ca Domain Name** ($50.00 plus registration fee)

☐ **Set a Registry Lock** (contact us for pricing)

Applicable taxes will be added to any fee listed above.

Requestor's Current Contact Information

Full Name: _____ Phone #: _____ Cell#: _____

Email: _____ Company: _____

Address: _____ City: _____ Prov/State: _____

Country: _____ Postal Code/ ZIP: _____

Credit Card Information

Name on Credit Card: _____

Credit Card Number: _____ Expiry Date: _____

Full Name: _____ Phone #: _____ Cell#: _____

Billing Address: _____ City: _____ Prov/State: _____

Country: _____ Postal Code/ ZIP: _____

Domain Information

Domain Name: _____

Registrant Name: _____
The Registrant Name is found on the Whois record for the domain. This name appears in the Registrant field for dot-ca domains, and in the Organization field for non-dot-ca domains. This is considered the legal holder of the domain.

Requestor's Relationship to the Domain and/or Registrant:

_____

By submitting a Manual Order Form through FastWebServer.ca, you hereby agree to the following terms:

You confirm that you have full authority to make such a request on behalf of the registrant.

You agree to fully and accurately disclose any and all information required from you by FastWebServer.ca CIRA, or any other Authoritative Body applicable to your request.

You acknowledge that FastWebServer.ca reserves the right to revoke or reject your request due to invalid or improper information at any time.

Before your request is submitted or processed in any way, you agree to pay the entire Request Fee. Further you recognize and accept that the **Request Fee is non-refundable** regardless of the result of your specific request. If your request is rejected for any reason, this fee will not be refunded and future re-submission of your request may incur additional Request Fees.

You acknowledge that your request can take up to 10 business days to complete once your order has been received and processed by FastWebServer.ca. This does not include time required for relevant parties to respond to our request for information or validation of information.

You acknowledge that you have read and understood and agree to abide by all applicable rules and policies of CIRA (**www.cira.ca**), FastWebServer.ca, and any other applicable Authoritative Body. Furthermore, you agree to abide by the decision reached by either FastWebServer.ca, CIRA, or the Authoritative Body in the case of your specific request.

FastWebServer.ca reserves the right to request additional documentation to support your request, and to refuse processing if such documentation is not produced. Additionally, FastWebServer.ca reserves the right to request a notarized signature from the requesting or other party involved in the request in order to maintain acceptable security for the domain or account in question. The security of our clients' accounts and domains are of the highest priority to us.

_____   _____   _____
Requestor Full Name   **Date**   **Signature of Requestor**

I hereby certify that I agree to the terms and conditions above, and that the information given here is correct.

A note about privacy
The identification information being requested by us is used solely for proof of identification purposes in order to fulfill your request as detailed in this form. The information collected is kept strictly confidential and is not used for any other purpose or disclosed to any third party.

Registration of a Municipal Domain Name

A request to register a Municipal Domain can only be submitted by the municipality for which the domain was reserved, or by explicit consent of the Municipality.

1. The requestor must visit the CIRA website in order to download the Certificate of Authorization to Apply for Registration of a Municipal Name: http://www.cira.ca/assets/Documents/Legal/Registrants/CAARMN-01.pdf Note that this form MUST be printed on Municipal letterhead or CIRA will not accept it.

2. If you are making the request with the explicit consent of the Municipality, you must submit the Certificate of Consent by a Municipality to the Registration of a Municipal Name: https://cira.ca/sites/default/files/attachment/policies/ccmrmn-01.pdf Note that this form MUST be printed on Municipal letterhead or CIRA will not accept it.

The completed form on letterhead must accompany this form in order to be processed.

Registration of a Conflicting Top Level Domain Name

Third and fourth level domains including Provincial domains have been officially retired by CIRA as of October, 2010. Currently-registered third or fourth level domains such as provincial domains may continue to exist so long as they are kept renewed.

If there is a conflicting domain (the provincial extension domain such as domain.on.ca), only the Registrant of the existing domain may apply to register the top level domain (domain.ca).
You may NOT apply for a third or fourth level domain or provincial version of your dot-ca domain.

The newly registered conflicting domain will be registered with the same Registrant contact information and placed in the same domain account as the existing provincial domain. You cannot apply for a conflicting root domain at a different registrar than the one which holds the current provincial domain. Note that the Registrant contact information cannot be changed for 60 days following registration.