

NeuStar Registry

**.US ccTLD
Registrar
Information Packet**

Table of Content

1 INTRODUCTION	3
2 U.S. Nexus Requirement.....	4
Use of the Domain	4
Nexus Category 1.....	4
Nexus Category 2.....	4
Nexus Category 3.....	4
3 HOW TO SIGN UP TO BECOME A .US REGISTRAR.....	7
3.1 Registrar Signup.....	7
3.2 Financial Qualification.....	7
4.0 Business Requirements	9
5. TECHNICAL CERTIFICATION–OT&E.....	9
5.1 The Registry for .US Server Environments	9
5.2 The Steps for OT&E Technical Certification	9
6. PAYMENTS	11
7. CONTACTS	11
7.1 Customer Support	11
7.2 Tech Support.....	11

1 INTRODUCTION

On October 29, 2001, the Department of Commerce delegated the **.US** ccTLD namespace to NeuStar, Inc. (“NeuStar”) the Registry. The **.US** namespace consists of the existing RFC 1480 hierarchical locality (geopolitical) domain name structure and an expanded second-level domain name space. NeuStar is currently administering the **.US** locality name space and performing customer support. The “expanded space” described in this document marks the first time that direct registration of second-level domain names has been possible in the **.US** ccTLD.

The launch phases of the Registry for the **.US** second-level domain name space began with a Sunrise period on March 4, 2002, followed by “first-come, first-served” registrations in the live operation of the **.US** Registry. This Registrar Information Packet provides specific information about the **.US** Registrar channel.

The information contained in this Registrar Information Packet details how to become a NeuStar-accredited **.US** Registrar and how to participate in the expanded **.US** Registry. In addition, information on how to connect to the NeuStar Extensible Provisioning Protocol (EPP) Operational Testing and Evaluation (OT&E) Shared Registry System (SRS), and Production SRS environments is described in this document.

All Registrars are urged to sign up and become NeuStar-accredited Registrars for **.US** ccTLD. Information and all necessary documents for becoming accredited are available on NeuStar’s **.US** website at www.neustar.us.

2 U.S. Nexus Requirement

Prospective Registrants in the .US ccTLD must certify that they fall in one of three U.S. Nexus categories by demonstrating real and substantial lawful contacts with, or lawful activities in, the United States of America. This requirement is intended to ensure that only those individuals or organizations that have a substantive lawful connection to the United States are permitted to register for .US ccTLD domain names. It is a continuing requirement that all .US ccTLD domain name registrants remain in compliance with the U.S. Nexus Requirement. The following description of the Nexus Categories provides, for Registrars, the details on how to develop a Nexus Questionnaire on your web site to obtain the U.S. Nexus information.

Use of the Domain

The Registrant must indicate their use of the domain by selecting one of the following categories: (i) business for profit, (ii) non-profit business, association, religious organization, club, etc., (iii) personal use, (iv) education purposes, or (v) government purposes.

Nexus Category 1

A natural person (i) who is a United States citizen, (ii) who is a permanent resident of the United States of America or any of its possessions or territories, or (iii) whose primary place of domicile is in the United States of America or any of its possessions.

- *Statement of citizenship or legal permanent residency is required. If not completed, registration will be rejected.*

Nexus Category 2

A United States entity or organization that is (i) incorporated within one of the fifty (50) U.S. states, the District of Columbia, or any of the United States possessions or territories, or (ii) organized or otherwise constituted under the laws of a state of the United States of America, the District of Columbia or any of its possessions (including a federal, state, or local government of the United States, or a political subdivision thereof, and non-commercial organizations based in the United States).

Nexus Category 3

A foreign entity or organization that has a *bona fide* presence in the United States of America or any of its possessions or territories.

- *Applicant must state country of citizenship.*
- *Applicant must also (1) regularly engage in lawful activities (sales of goods or services or other business, commercial or non-commercial including*

not-for-profit activities) in the United States; or (2) maintain an office or other property within the United States.

NeuStar's implementation of the Nexus requirement:

- Requires that Registrars certify that they enforce the Nexus requirement upon their Registrants and that Registrars require Registrants to certify that they meet the Nexus Requirement.
- Conduct a scan of selected registration request information.
- Conduct "spot checks" on Registrant information.

The following is a suggested U.S. Nexus Questionnaire that can be used by Registrars on their web site to collect the information needed for the U.S. Nexus veracity check.

U.S. Nexus Questionnaire Example

Use of the domain.

Please check one of the following uses:

- Business for profit,
- Non-profit business, association, religious organization, club, etc.,
- Personal use,
- Education purposes, or
- Government purposes.

Individual.

If the owner of the domain is an individual, please check whether he/she is a

- U.S. Citizen or
- Permanent Resident.

U.S. Organization.

- If the owner of the domain is a United States-based organization formed under the laws of a U.S. State or Territory (including a federal, state, or local government of the United States, or a political subdivision thereof), please check this box.

Foreign Organization.

- If the owner of the domain is a foreign organization engaging in lawful activities (sales of goods or services or other business for profit or non-profit, commercial or non-commercial) in the United States, please check this box.

If Registrant has an office or other facility in the United States, please check this box.

Type in Registrant's two-character country code here: ____ (or pull down list).

The information collected from the Registrar's U.S. Nexus Questionnaire is coded in the Registrant's contact entity in Application Purpose (AppPurpose), Nexus Category (Category) and Nexus Validator (Validator) fields.

See the following table for the AppPurpose field coding:

Domain Name Application Purpose	Description	AppPurpose Value
	Business use for profit	P1
	Non-profit business, club, association, religious organization, etc.	P2
	Personal use	P3
	Education purposes	P4
	Government purposes	P5

The following table defines the Nexus Category and Validator element values:

Description	Category Value	Validator Value
Nexus Category 1 - A natural person		
Who is a United States citizen	C11	Null
Who is a permanent resident of the United States of America, or any of its possessions or territories	C12	Null
Nexus Category 2 - A U.S.-based organization or company		
A U.S.-based organization or company formed within one of the fifty (50) U.S. states, the District of Columbia, or any of the United States possessions or territories, or organized or otherwise constituted under the laws of a state of the United States of America, the District of Columbia or any of its possessions or territories or a U.S. federal, state, or local government entity or a political subdivision thereof.	C21	Null
Nexus Category 3 – A foreign entity or organization		
A foreign entity or organization that has a <i>bona fide</i> presence in the United States of America or any of its possessions or territories who regularly engages in lawful activities (sales of goods or services or other business, commercial or non-commercial, including not-for-profit relations in the United States).	C31	2 Character country code of Applicant
Entity has an office or other facility in the United States.	C32	2 Character country code

3 HOW TO SIGN UP TO BECOME A .US REGISTRAR

New **.US** Registrars will need to go through an entire four-step Registrar Signup process.

1. Registrar Signup
2. Financial Qualification
3. Technical Certification
4. Business Requirements

If you have additional questions about the accreditation process, please contact us via email at registrarsignup@neustar.us .

3.1 Registrar Signup

The **.US** Registrar Information Package contains the first set of documents that must be completed and returned to the Registrar Relations Team along with a \$1,000 application fee. The required documents are described below:

.US ccTLD Accreditation Application

The business data on this form is used to establish the Registrar's account with the Registry. A Registrar Information Form must also be filled out on the web site.

.US ccTLD Registrar Accreditation Agreement

Provides policies and procedures for operation as a Registrar.

.US ccTLD Administrator-Registrar Agreement

Provides policies and procedures for the **.US** ccTLD operation and sets forth the obligations of the **.US** ccTLD Administrator.

For new Registrars, receipt of the completed documents enables them to establish the Registrar's Operational Test and Evaluation Environment (OT&E) SRS/EPP integration environment account and obtain their digital certificates, user IDs and passwords.

3.2 Financial Qualification

The following documents comprise the Registrar's financial obligations to the Registry. Full copies of the Registry's credit and payment policies are currently available at <http://www.neustar.us>.

License Fee

There are no fees for the NeuStar RTK EPP 1.0 online interface or access to the OT&E, and Production environments.

Credit and Payment Policies

Policies for credit and payment may be downloaded on the Registrar Extranet site. For additional information on payment security, please see the Registry-Registrar Agreement.

Registrar Credit Application

The application is used to establish an account with the Registry. The form is enclosed and will be located online. An original signature is required. Please complete all blanks.

3.3 Technical Certification Operational Test & Evaluation (OT&E)

3.3.1 Extensible Provisioning Protocol (EPP) Client Certification

Each Registrar must be certified for the EPP Client online service. The Registry will provide the following toolkit:

1. NeuStar RTK.0.3.0 Toolkit
2. SRS Java/C++ Toolkit Developers Guide
3. OT&E Technical Certification Guide
4. Instructions to Access the OT&E Environment

Each Registrar must schedule a time slot, connect to the OT&E server and perform the OT&E technical certification test cases to verify compliance with EPP-version-1.0. The certification steps are summarized as follows:

1. Establish a session with the OT&E EPP server using the digital certificate test keys provided in NeuStar RTK.0.3.0
2. Perform each of the 40 test cases specified in the OT&E Technical Certification Guide.
3. Notify Customer Support when you have completed the tests. Technical Certification-OT&E (*see Section 5 below*) provides a “road map” and details. NeuStar will provide technical support throughout your OT&E testing, integration testing and turn-up of your production EPP Client.

4.0 Business Requirements

The following documents must be completed before obtaining access to the Registry production systems.

.US ccTLD Administrator-Registrar Agreement: The contract between NeuStar and the Registrar. A fully executed Administrator-Registrar Agreement is required prior to operating in the Registry. **Note that two (2) signed original agreements are required.** When the document is fully executed, one copy will be returned to the Registrar and one will be retained with NeuStar.

Registrar Credit Application: Please complete the Registrar Credit Application to establish a debit account with the Registry. **One signed, original application is required** and will be retained with NeuStar.

5. TECHNICAL CERTIFICATION–OT&E

5.1 The Registry for .US Server Environments

SRS/EPP OT&E

A live, working EPP Server integration environment where Registrars can test and refine their front-end EPP client and back-office applications using a scaled-down production Shared Registry System (SRS) with an operational database and applications server.

SRS/EPP Production

The fully operational Registry for the **.US** SRS production environment for EPP “Live” online order entry.

5.2 The Steps for OT&E Technical Certification

Step 1: Build your .US Interface

Download the *NeuStar RTK.0.3.0 Toolkit* from our Registrar Extranet website, review the documentation and build your **.US** front-end client to our system. The Toolkit contains instructions for building and testing your front-end with an included “Dummy” server that runs locally within your environment.

Step 2: Plan your .US OT&E Technical Certification Test

Download the latest version of the *OT&E Technical Certification Guide* from our Registrar Extranet. This document details the process and criteria for certifying the functionality and correctness of your **.US** front-end EPP client with our system. OT&E Technical Certification Testing involves performing a suite of test cases with our EPP Server environment. Using the “Dummy” server included with the Toolkit, you can test your **.US** front-end EPP client before scheduling your

actual certification test. This will give you greater assurance of a smooth and successful certification experience.

Step 3: Schedule your .US OT&E Technical Certification Test

Contact Registrar Customer Support to schedule your technical certification test. You will need to supply the IP address of the machine you will use to connect with the EPP Server. The EPP Toolkit contains a digital certificate specifically configured for the certification test. Our support personnel will be available to answer your questions regarding certification and/or configuration.

Step 4: Perform your .US OT&E Technical Certification Test

Connect to our EPP Server Environment and perform the technical certification test cases. A designated Certification Administrator will guide and support you through the process. The results and activity of your test will be captured and checked by the Server. Knowledgeable support personnel will be standing by to assist and resolve any problems or questions.

Step 5: Receive your .US OT&E Technical Certification

You will be notified of successful completion of the OT&E Technical Certification tests after the OT&E EPP server log files have been reviewed and verified. You may then request your SRS Production Digital Certificates.

Step 6: Test your .US Front-End Client in the SRS/EPP OT&E Environment

The OT&E SRS/EPP integration environment is a live environment with an operational database and full business rules functioning on the Applications Server. Unlike the Scripted Server environment, your transactions will create actual Domains, Hosts and Contacts in the database. This environment allows Registrars to continue testing and tuning their front-end client with a fully functional SRS/EPP Application Server. You will receive rules and guidelines for using the environment. The data stored in this environment's database will be retained only for a specific time. Use of the SRS/EPP OT&E environment is optional. Contact Registrar Customer Support as explained in the document to obtain your Registrar ID / Password, Digital Certificate and final instructions for access to this environment.

Step 7: Prepare Your .US Front-End Client for Production Operation

You are entering the final steps to going "Live" for registration and maintenance of **.US** domains. To access the EPP Production Environment, please review the *SRS Production Environment Digital Certificate Request* from our website. Contact Registrar Customer Support (as explained in the document) to obtain your Registrar ID / Password, Digital Certificate and final instructions for access to this environment.

Step 8: Deploy your .US Front -End for Production Operation

This is the moment you've been waiting for. Deploy your **.US** front-end and begin handling **.US** domain registrations with our Production environment.

Knowledgeable support personnel will be available as needed to answer questions and resolve issues.

6. PAYMENTS

There are two ways in which Registrars can make payments: debit account or credit/debit card. Registrars using debit accounts must transfer sufficient funds into their account to ensure that funds are available for all their domain name applications. Registrars who wish to use a credit/debit card must be sure to have an adequate credit limit or deposit funds that will support the number of domain name applications submitted. The following are the payment policies:

1. All payments must be in United States currency.
2. Payments can be made by credit card or a pre-arranged debit account.
3. There will be no refunds for domain name registrations after the five-day grace period.

7. CONTACTS

7.1 Customer Support

Customer Support will be available through email at support.us@neustar.us. The emails will be handled according to the service levels listed below. Customer Support will also coordinate the wire transfer process and provide order numbers to be used with wire transactions. Customer Support can also be contacted by facsimile (fax) at +1 571-434-5758.

Emails will be handled within this time frame:

1. 50% answered within 2 hours.
2. 75% answered within 4 hours.
3. 95% answered within 12 hours.
4. 100% answered within 24 hours.

7.2 Tech Support

Please contact support.us@neustar.us for all technical and technical- related issues or questions.