

Procedure for requesting the change of data

.GT Domain Names

12/02/2016

.GT Domain Name Registry
ccTLD .GT

.gt

Domain
Registry



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Requesting the Change of Data

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Last update: February 12th, 2016

Please be aware that to make any changes to your domain name it must be in the **Registered state**. For more information see the [registration policies](#)

1. Contact's information and servers

Changes must be requested by email to admin@cctld.gt.

The new information must be sent from the email address, of the authorized contact registered with us*.

Administrative Contact: This contact is authorized to request changes related with:

1. Contact's information.
2. DNS servers.
3. Information of the domain name holder, except the name of the individual or legal person to whom the domain name has been delegated.

Technical Contact: This contact is authorized to request changes related with:

1. DNS servers.

When requesting DNS changes please remember:

1. You must ask your previous hosting supplier to remove all domain name information, and to stop broadcasting it.
2. You must request that the zones required for the proper operation of the domain name to be created in the new servers.
3. These changes are not immediate, due to the replication period which can last 24 up to 48 hours.

*** In case you don't have access to the registered email address:**

Changes must be requested in writing on letterhead by the corresponding contact registered with us.

Attach to your request an identity document where the signature can be confirmed.

Note: The documents mentioned above can be delivered by: email to admin@cctld.gt, Fax or Hard Copy

If you cannot comply with any the requirements mentioned above:

Any changes need to be requested in writing on letterhead by the Legal Representative of the entity holding the domain name.

Attach to your request the documents accrediting the person signing as the Legal Representative of the entity holding the domain name, as well as an identity document where the signature can be confirmed.

In case you are acting on your own behalf, you only need to attach an identity document to confirm your signature.

2. Delegation of a domain name

Due to a change in the company name

1. A letter on company letterhead, from the legal representative of the entity holding the domain name, indicating the change of company or business name.
2. The documents accrediting the person signing as the legal representative of the entity holding the domain name, as well as an identity document where the signature can be confirmed.
3. The legal documents indicating such change.
4. **Note:** The documents mentioned above can be delivered by: email toadmin@cctld.gt, Fax or Hard Copy

Due to domain name transfer

1. A letter on company letterhead, from the legal representative of the entity holding the domain name, indicating the willingness to transfer the domain name with all its rights.
2. The documents accrediting the person signing as the legal representative of the entity currently holding the domain name, as well as an identity document where the signature can be confirmed.
3. A letter from the new delegate indicating that he or she accepts all rights and obligations involved, and providing all the data that will supplant those currently registered.
4. The documents accrediting the person signing as the legal representative of the new entity that will hold the domain name, as well as an identity document where the signature can be confirmed.
5. **Note:** The documents mentioned above can be delivered by: email toadmin@cctld.gt, Fax or Hard Copy.

If you cannot comply with the requirements mentioned above, the domain

We receive a court order from a competent court.

We receive a resolution of the Arbitration and Mediation Center of the World Intellectual Property Organization (WIPO).

When instead of the name of an entity, a trademark was registered as the holder of the domain name, we receive a request from the legal representative of the institution, company, organization, or entity to which it is desired to transfer the domain name and it can also be proved that such entity has been licensed to represent the trademark in question.

- You must attach the documents accrediting the person signing as the Legal Representative, as well as an identity document where the signature can be confirmed.
- In case you are acting on your own behalf, you only need to attach an identity document to confirm your signature.

We receive the application of the legal representative of the institution, company, organization, or entity to which it is desired to transfer the domain name. In addition we receive an affidavit, before a competent notary, which states that a mistake was made while registering the entity holding the domain name, that it should be changed to the new entity, and accepts full responsibility for any damage or harm that this change can bring to Third Parties.

- You must attach the documents accrediting the person signing as the Legal Representative, as well as an identity document where the signature can be confirmed.
- In case you are acting on your own behalf, you only need to attach an identity document to confirm your signature.