



## Administrative Email Change Request Procedure

Please complete, scan, and email the Administrative Email Address Change Form along with your supporting documentation to [support@register4less.com](mailto:support@register4less.com). If you don't have a scanner, you may take use a camera phone or other digital camera.

Please note, as a part of our processing of this form, we will attempt to contact the current admin and/or owner contact of the domain name in question. Please allow 2-7 days for processing of this change.

Please ensure all of the requested supporting documentation is provided with your request. Incomplete requests will not be processed.

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### Required: Individual's Domain Name:

1. Domain Name
2. Signed letter of request
3. Photo ID (current driver's permit or passport)
4. New administrative email address.
5. Owner's signature

### Required: Corporation's Domain Name:

1. Domain Name
2. Signed letter of request on company letterhead.
3. Business/Organization registration documents.
4. Photo ID connecting Requestor to the Corporation/Organization
5. New administrative email address.
6. Owner's signature

***The owner's signature must be that of the current admin or owner contact or someone with demonstrable signing authority for the organization, supported by the business registration documentation.***

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Register4Less will email the new Administrative email address notifying them that the update has been completed. Please note, the administrative email address is the only part of the domain's contact record that we will update.

If you wish to change other details on your domain record, we ask that you use the Lost Password function from <https://register4less.com>. Once you have been able to reset the password, you may log in and regain full management control of your domain.

Please see our help Wiki on <http://help.register4less.com> for a step-by-step guide to all domain management tools. Please do not submit this page with your request.



## Administrative Email Address Change Form

*Please include the requested information below, as specified in the table on the previous page of this document.*

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Domain Name:

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Company/Organization Name (mark n/a if a personally owned domain name):

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Owner's Name:

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Current Administrative Email Address:

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New Administrative Email Address:

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Owner's Signature:

Attach:

- Signed letter of request (on company letterhead if required)

Include a clear scan of:

- Government issued photo ID of domain owner
- Business or organization registration / incorporation documents (if domain is registered to a company or organization)

Administrative email change requests that are submitted with incomplete or with contact information that is not authoritative for the domain name will not be processed.