



# **Requestors Manual**

## **Fast Track Request System**

**Prepared for IDN ccTLD Fast Track Participants**

## Contents

General Information .....	3
Entering the Request System.....	4
Step 1 – Requestor Contact Details .....	7
Step 2 – IDN ccTLD String Details.....	8
Step 3 – Supply of Supporting Documentation .....	10
Step 4 – Review Request Details.....	12
Confirmation of Intent .....	13
Request for String Evaluation .....	14
Request for String Delegation.....	15

## General Information

The IDN ccTLD Fast Track Process is a mechanism to delegate a limited number of non-contentious internationalized country-code top-level domain names (IDN ccTLDs). There are several requirements for submitting a request in the process, all of which are defined in the IDN ccTLD Fast Track Final Implementation Plan.

The Fast Track Request System is an online system that allows eligible participants to provide all the information required to request an IDN ccTLD and submit the request to ICANN. This manual describes how the system works, and briefly describes how requests are evaluated.

Before submitting a request in the online system you may wish to seek support from ICANN's IDN Support Staff at this email address: [idncctldrequest@icann.org](mailto:idncctldrequest@icann.org). Inquires will be replied to as quickly as possible. If IDN Support Staff deems it necessary or easier, they will arrange a conference call to help solve any problems or issues that arise as you prepare and submit your request.

Once you are ready to submit your request, go to the online Fast Track Request System at: <http://forms.icann.org/idn/apply.php>.

Go through Steps 1 through 4 in the online system, which will ask you to enter and upload the information required for your IDN ccTLD Fast Track request to be processed.

**Step 1:** Provide contact details information and identify the nature of your entity.

**Step 2:** Provide details concerning the requested IDN ccTLD string.

**Step 3:** Upload all the required supporting documentation for the request.

**Step 4:** Review, print and submit the request. The printed request must also be signed and sent to ICANN via postal mail or courier.

Please note that once you have started the request process in the online system, you will not be allowed to return to it and complete it on another day/time. You must complete the request form during one visit to the site. The online system only records the data entered once the request is completed and submitted to ICANN in **Step 4**.

Once you have submitted your request, your requested string will go through the Fast Track String Evaluation Process. After successfully passed string evaluation you will be asked to submit a request for delegation of the string(s) following the ICANN's delegation procedure for ccTLDs. Please see <http://www.iana.org/domains/root/delegation-guide/> for more details.

You will receive a separate notification of successful completion of each step in the String Evaluation Process. If the IDN Support Staff requires additional information to complete any of these steps, they will contact you first at the email address you provide in your request in Step 1. Please ensure that you can receive email from ICANN and that these important messages do not get caught in your spam filter.

A glossary of relevant IDN terms can be found at: <http://www.icann.org/en/topics/idn/idn-glossary.htm>

## Entering the Request System

On the front page of the Request System, <http://forms.icann.org/idn/apply.php>, you will see the following instructions:

*By signing and submitting this request we (the "Requestor") acknowledge and understand that:*

*The Internet Corporation for Assigned Names and Numbers (ICANN), as the steward of the global, interoperable Internet, is accepting submissions for requests for string evaluation of IDN ccTLD strings.*

*Usability Warning: The usability of IDNs may be limited, as not all application software is capable of working with IDNs. It is up to each application developer to decide whether or not they wish to support IDNs. This can include, for example, browsers, email clients, and sites where you sign up for a service or purchase a product and in that process need to enter an email address. Such usability problems currently exist today with the ASCII TLDs in some situations.*

*Further acceptability and usability issues may occur as the IDNA protocol standard is revised and as the IDN protocol for email management is finalized in the Internet Engineering Task Force (IETF). The result of the IDNA protocol revision will be that some characters previously not permitted within IDNs will become valid. ICANN will accept requests for strings with these newly valid characters, but until the new, revised standard is implemented and broadly adopted by relevant application developers, users may experience problems with using the IDN. This may have different results in different applications, and in some instances a user may experience no functionality at all. It would be appropriate for all IDN TLD managers to provide their users with information about the limitations of use of IDNs and at the same time promote the use of IDNs to achieve global IDN implementation across applications. ICANN supports such efforts but is not able to enforce or require them.*

*String Evaluation Stage: The submission of this request initiates the "Request Submission for String Evaluation" stage as set forth in the [Implementation Plan for the IDN ccTLD Process](#).*

*Payment of the fee (USD \$26,000) for the processing of a request in the String Evaluation Stage is expected but not mandatory. ICANN will submit a notice of this amount to you. If you are unable to pay this fee you can contact ICANN stating the reason for the inability to pay the fee.*

*Payment of an annual contribution to ICANN's cost of operations in the amount 1-3% of the revenue from the registrations of domain names within the selected TLD is expected but not mandatory. ICANN will submit a notice of the structure of this amount to you on an annual basis.*

*String Delegation Stage: The "Request Submission for String Evaluation" stage must be successfully completed before a separate request for the delegation of the IDN ccTLD can be submitted. A request for the delegation of the IDN ccTLD will be processed in accordance with ICANN's standard IANA process for the delegation for ASCII country-code top-level domains. The request may be withdrawn by the organization submitting the request (the "Requestor") or terminated by ICANN as set forth at Section 5.4 of the Implementation Plan for the IDN ccTLD Process <http://icann.org/en/topics/idn/fast-track/draft-implementation-plan-ccTLD-clean-29may09-en.pdf>*

*ICANN's commitment to accountability and transparency will be followed. This means that certain information relating to the "Request Submission for String Evaluation" stage will be publicly available, either on ICANN's website or subject to disclosure under ICANN's Documentary Information Disclosure Policy. See more details at: <http://www.icann.org/en/transparency/didp-en.htm>.*

*By signing and submitting this request the Requestor commits to TLD operations that will secure and enhance the stability and interoperability of the Internet's Domain Name System (DNS) for the benefit of the local and global Internet community, and to working in good faith together with ICANN towards a stable and secure Internet DNS. The Requestor understands that ICANN reserves the right to take actions necessary to protect the security, stability and interoperability of the global DNS.*

*ICANN expects that IDN ccTLDs will be established and operated in the manner described below:*

- a. The IDN ccTLD manager shall establish, operate and maintain the authoritative name servers for the requested string in a stable and secure manner, adequate to resolve names within the requested string by users throughout the Internet and in compliance with Relevant Applicable Standards subject to and within the limits of relevant national law and national public policy. Relevant Applicable Standards are standards-track or best current practice RFCs sponsored by the Internet Engineering Task Force;*
- b. IDN domain names are to be registered in accordance with a publicly available registration policy that shall comply on an ongoing basis with relevant applicable standards to IDNs, such as the IDNA Protocol, and with the IDN guidelines as updated and published from time to time on the ICANN website, all subject to and within the limits of relevant applicable national law and public policy. This includes, but is not limited to, adherence to RFCs 3490, 3491, 3492, 3454 and their successors;*
- c. The IDN ccTLD manager should not use DNS redirection and synthesized DNS responses within any level of the registry; and*
- d. The Requestor agrees that the IDN ccTLD manager will cooperatively engage with ICANN in the event of an activity or lack of activity that generates a serious concern regarding the stability, security or interoperability of the Internet's*

*Domain Name System (DNS) from a global perspective. Briefly, the cooperative engagement process involves the designation of an official representative from ICANN and the IDN ccTLD manager, who shall meet with each other telephonically and/or in person to address the concerns in good faith and attempt to reach a resolution.*

*If the Requestor seeks to enter into a Documentation of Responsibilities, an Exchange of Letters, or a general TLD Agreement with ICANN after delegation, please indicate below. For reference, templates are available at <http://www.icann.org/en/topics/idn/fast-track/>.*

*Check one of the following:*

- *Please send a copy of the prearranged and recommended template for the Exchange of Letters.*
- *Please send a copy of the prearranged and recommended Documentation of Responsibilities.*
- *Please note that Requestor is interested in entering into an IDN ccTLD Registry Agreement with ICANN governing the operation of the delegated string, and requests that a template Agreement is sent when available.*

*Requestor warrants that the statements and representations contained in the request (including any documents submitted and oral statements made in connection with the request) are true and accurate and complete in all material respects, and that ICANN may rely on those statements and representations fully in evaluating this application.*

*Requestor acknowledges that any material misstatement or misrepresentation (or omission of material information) will reflect negatively on this request and may cause ICANN to terminate the request.*

*By submitting this request, I represent that I am authorized to act as a representative of Requestor and to enter into the commitments undertaken in this request.*

If you follow these instructions and accept the requirements listed, you can access the online system by clicking the **Enter** button at the bottom of the page.

You will be required to sign the request in **Step 4**.

## Step 1 – Requestor Contact Details

Enter the name of the person submitting the request, the person's title at the requesting organization, and the requesting organization's address and further contact details.

In addition, select one of the following options to identify the requesting organization:

- *I am submitting this request on behalf of a government entity such as a Minister with the portfolio responsible for domain name administration, ICT, foreign affairs or Office of the Prime Minister or President; or a senior representative of the agency or department responsible for domain name administration, ICT, Foreign Affairs or the Office of the Prime Minister. The government entity is identified below.*
- *I am not submitting this on behalf of a government entity, but on behalf an existing ccTLD manager, as identified below.*
- *I am not submitting this on behalf of a government entity or an existing ccTLD manager. I am submitting this on behalf of the entity identified below (with a text box provided)*

Once you have entered all the required information and selected one of the three options, click the **Next** button to go to **Step 2**.

## Step 2 – IDN ccTLD String Details

In this step, enter all the information required in relation to the requested string(s).

The following limitations apply for the number of strings a requester can request through the IDN ccTLD Fast Track process:

Each country or territory may request one IDN ccTLD string per official language or script.

In addition, **indicated and desired variant strings** for a request will be allocated to the requester (if successfully evaluated). This does not mean that the desired variant TLD will be delegated in the DNS root zone. It will be allocated to the requester in order to be reserved to the entitled manager for potential future delegation in the DNS root zone. If you wish to request one or more variant strings to your requested base IDN ccTLD(s) please make sure that you add the desired variant string information below.

Please follow these directions for indicating desired variant IDN ccTLD information:

- 1) Fill out the primary string information first (see below)
- 2) Select the “variant button” below and fill in the associated desired variant string(s) information
- 3) Now you can either proceed with the request, or if eligible add another primary string to your request

Please make sure that all supporting material you will be asked to upload later also covers any indicated desired variant strings. Indicated variant strings will be evaluated under the same rules as the requested primary IDN ccTLD string(s).

### Entering string information:

Begin by selecting the corresponding **ISO 3166-1 Entry** from the drop-down menu provided.

To be eligible the country or territory must be represented in the International Standard ISO 3166-1 (Codes for the representation of names and countries and their subdivisions - Part 1: Country Codes). The exception to this requirement is the additional eligibility of the .eu for the European Union, which is exceptionally reserved on the ISO 3166-1 list and its scope extended in August 1999 to any request needing to represent the name European Union. See [http://www.iso.org/iso/support/country\\_codes/iso\\_3166\\_code\\_lists/iso-3166-1\\_decoding\\_table.htm#EU](http://www.iso.org/iso/support/country_codes/iso_3166_code_lists/iso-3166-1_decoding_table.htm#EU).

All required information about the initial string must be filled out before an additional string can be entered. The following maximum limitation applies:

- One string per official language or script per country or territory.

Then, complete the following information for each requested IDN ccTLD string:

- A-Label

- U-Label
- Unicode Code Points
- The meaning of the string in English
- String Language (select from the drop-down menu provided)

The ASCII form of an IDN label is termed an "A-label". All operations defined in the DNS protocol use A-labels exclusively. The Unicode form, which a user expects to be displayed, is termed a "U-label". See more details at: <http://www.icann.org/en/topics/idn/idn-glossary.htm>

Finally, establish the requirements concerning: (1) official language (2) meaningfulness of the string, and (3) script of the string by following the instructions below.

**Official Language:**

*The language must be an official language in the corresponding country or territory and have legal status in the country or territory, or serve as a language of administration.*

*Is the language selected listed as an administrative language for the relevant country or territory in ISO 3166-1 standard column 9 or 10? (Select **Yes** or **No**)*

*Is the language listed for the relevant country or territory as an ISO 639 language in Part Three of the Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names <http://unstats.un.org/unsd/geoinfo/default.htm> (Select **Yes** or **No**)*

*If neither of the above is the case then documentation must be uploaded to this request in the next step. This documentation must be from the relevant public authority in the country or territory confirms that the selected language is a) used in official communications of the relevant public authority; and b) serves as a language of administration.*

**Meaningfulness of String:**

*A string is deemed meaningful if it is in the official language of the country or territory and if it is either (i) the name of the country or territory; or (ii) a part of the name of the country or territory denoting the country or territory in the selected language; or (iii) short-form designation for the name of the country or territory that is recognizable and denotes the country or territory in the selected language.*

*Is the requested string listed in the Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names (UNGEGN) Manual? <http://unstats.un.org/unsd/geoinfo/default.htm> (Select **Yes** or **No**)*

*If the requested string is not listed in the UNGEGN Manual then documentation must be uploaded to this request in the next step. This documentation must be from an internationally recognized linguistic expert or organization stating that the requested string meets the criteria.*

**String Script:**

*(A drop-down menu appears on this page of the screen. You can select more than one string scripts by holding down the **Shift** or **Control** key.)*

## Step 3 – Supply of Supporting Documentation

For this step, upload all required documentation. Based on the information entered in Step 1 and Step 2, the system automatically identifies the documentation that must be submitted with the request. All such documentation can be uploaded in PDF, JPEG, PNG, RTF, CSV, DOC, and XLS formats.

### Overview of Documentation That May Be Required

- **Government Support:** If the requester is identified as the IDN ccTLD manager (this may be the existing country-code top-level domain manager for the ISO 3166-1 code, or a different entity) or an otherwise government designated representative, the requester must demonstrate support from the government or public authority of the country or territory corresponding to the relevant ISO 3166-1 entry. This letter from the government or public authority must satisfactorily document this support. An example of such letter and the requirements around it can be found in Module 2 to the Final IDN ccTLD Fast Track Implementation Plan.
- **Community Endorsement:** One criterion in the Fast Track Process is that the requested string and associated language(s)/script(s) be endorsed by the community. This documentation must be entered by all requesters. A description of the community support can be found in Module 5 to the Final IDN ccTLD Fast Track Implementation Plan.
- **Official Language:** The language selected must be identified as an administrative language for the relevant country or territory by being listed in the ISO3166-1 standard column 9 or 10; or it must be listed for the relevant country or territory as an ISO 639 language in Part Three of the Technical Reference Manual for the standardization of Geographical Names, United Nations Group of Experts on Geographical Names <http://unstats.un.org/unsd/geoinfo/default.htm> . Alternatively, documentation must be provided from the relevant public authority in the country or territory confirming that the selected language is (1) used in official communications of the relevant public authority, and (2) serves as a language of administration. An example of such documentation can be found in Module 3 to the Final IDN ccTLD Fast Track Implementation Plan. It can either be a government letter or link to the relevant government constitution or other online documentation from an official government website.
- **Meaningfulness of the String:** The requested string(s) must be meaningful representations of the corresponding country or territory name. A string is considered meaningful if it is in the official language of the country or territory and if it is either (1) the name of the country or territory; or (2) a part of the name of the country or territory denoting the country or territory in the selected language; or (3) a short-form designation for the name of the country or territory that is recognizable and denotes the country or territory in the selected language.

If the requested string is not listed in the UNGEGN manual, the meaningfulness of the string must be substantiated by providing documentation from an internationally recognized linguistic expert or organization stating that the requested string meets the meaningfulness criteria. An example of such documentation can be found in Module 3 to the Final IDN ccTLD Fast Track Implementation Plan.

- IDN Tables: Submitting one or more IDN tables is a requirement in the Fast Track Process. Submitted tables will be posted publicly on the ICANN site at <http://www.icann.org/en/topics/idn/fast-track/> and tables for allocated TLDs will be added to the IANA Repository at <http://iana.org/domains/idn-tables/>.

ICANN strongly recommends collaboration in the development of the IDN Tables. ICANN will compare all submitted tables to existing tables either in the IANA Repository or tables under evaluation. ICANN IDN Support Staff will contact requesters if they find discrepancies between tables.

Finally, in this **Step 3**, add any additional information that is relevant to the request. This can be done by either adding information in the allocated text field, or by uploading an additional file.

Once you have completed this for all IDN ccTLD strings requested, click the button for **Continue to: review, save & submit the details of the request**.

## Step 4 – Review Request Details

Please note this is the last step in submitting an IDN ccTLD Fast Track request to ICANN. This is an opportunity to review the details of the string request before clicking the **[Submit]** button at the bottom of the page.

If the information is complete, the Requestor can print a PDF of the request by clicking the **[Save as PDF]** button (Note: once a request is submitted, a confirmation email will be sent to you with a copy of the request attached as a PDF).

**[Save as PDF]** button

To submit the electronic request to ICANN, click the **[Submit]** button.

After clicking Submit, please complete the following steps:

1. Print the request (from the final PDF)
2. Sign the request
3. Send the signed request to ICANN via postal mail or courier at the address below:

ICANN  
4676 Admiralty Way, Suite 330  
Marina del Rey, CA 90292  
USA  
Attn: IDN ccTLD Fast Track Request

## Confirmation of Intent

Once your request is submitted to ICANN, you will receive a confirmation email from ICANN to the email address(es) you entered in **Step 1**. For the request to be activated for evaluation, follow the directions in this email to confirm your intent to submit this request to ICANN.

## Request for String Evaluation

Once you have confirmed submission of your request you will receive an initial email from the Fast Track System stating that the request has been received by ICANN and that the evaluation of it has started. The system logs the request and any communication about the request. The confirmation email will contain the request ID # for the submitted request. At this point, you will have no additional verbal contact with ICANN in accordance with the rules established in the Final Implementation Plan. Contact is only through an email to the system. You can submit an email inquiry to the system by hitting reply to the initial or any subsequent emails from the Fast Track System. Please make sure that the Subject Line in the email is not changed. The Request ID # needs to be in the subject line in order for the system to correctly read and assign you inquiry.

The evaluation of your request now begins. It will go through the following evaluation areas:

- A. Request Completeness Validation
- B. Linguistic Process Validation
- C. DNS Stability Evaluation
- D. Publishing Requested String(s)

Each area is described in detail in the Final Implementation Plan, and following successful completion of each area, IDN Support Staff will change the status on the relevant request(s) and send you an email to the email address(es) provided in **Step 1** notifying you of the completion of each step.

If any issues are found at any time throughout the evaluation areas, IDN Support Staff will contact you, describing the issue identified, and at any time you can decide to provide additional information to clarify the issue or terminate the submitted request.

## Request for String Delegation

While this manual primarily focuses on the String Evaluation part of the IDN ccTLD Fast Track Process, a reference is included here concerning the string delegation process. This is to demonstrate all the steps required to delegate an IDN ccTLD that is requested through the IDN ccTLD Fast Track Process.

ICANN maintains a process for delegating top-level domains in its execution of its IANA functions. A guide to the delegation procedure for existing country-code top-level domains is described at <http://www.iana.org/domains/root/delegation-guide/>. This process remains largely applicable to IDN ccTLDs. The online document will be updated to reflect updated operational practices for IDN ccTLDs.

ICANN will notify requesters that successfully complete the String Evaluation Process that the selected string is approved for use by that country or territory, and that they are welcome to apply for the **delegation process** (Stage 3). While the process described in Module 5 of the IDN ccTLD Fast Track Implementation Plan is concerned with assessing the string, the delegation process involves assessing whether a proposed sponsoring organization is a qualified trustee for the local Internet community.

The String Delegation Process is further described in Module 6 to the Final Implementation Plan. As the requirements of the two processes are separate, each requester must submit the qualifying documentation for delegation separately. If some documentation is the same as for the string evaluation process, it must be resubmitted at this time.