



**Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology (OIT)**

Procedure for Counties and Municipalities Requesting Maine.gov Domain Names

I. Statement

Counties and Municipalities of the State of Maine are invited to acquire 3rd level domain names in the Maine.gov namespace using this procedure as a guide. The Chief Information Officer of the State of Maine authorizes these domain name requests and the Office of Information Technology within the Department of Administration and Financial Systems to implement them using State naming services.

II. Purpose

The purpose of this document is to define the procedure to be followed by Counties and Municipalities in acquiring domain names in the Maine.gov namespace in accordance with the State's Domain Name Policy.

III. Applicability

A. This procedure applies to State of Maine Counties and Municipalities requesting Maine.gov domain names.

IV. Responsibilities

A. The State of Maine Chief Information Officer (CIO) exercises authority over all domains names in the Maine.gov domain space. Authorized domain name requests in the Maine.gov namespace will be granted to State of Maine Counties and Municipalities using the naming services of the State of Maine.

B. Counties and Municipalities

1. Make application to the State of Maine Chief Information Officer for authorization to acquire a maine.gov domain name.
2. Once authorized supply the appropriate technical and administrative information to complete the implementation of the domain name.

V. Guidelines & Procedures

A. Guidelines & Procedures

1. Before submitting the online registration form, authorization from the highest-ranking elected official or highest-ranking information technology official (with appointed authority from that office) will need to be obtained.
 - a. Cities and township requests should be submitted by the mayor (or equivalent official) or highest-ranking information technology (IT) official with appointed authority from the mayor.
 - b. County requests should be submitted by the county commissioners (or equivalent officials) or the highest ranking IT official with appointed authority from the county commissioner.
2. The authorized official must submit a letter authorizing the use of the requested domain name on agency letterhead and include the following:
 - a. Statement that the requestor is the highest ranking official or highest ranking IT officer appointed by, and with the authority to speak for, this office.
 - b. Domain name requested
 - c. Purpose of the domain
 - d. Statement that the use of the domain is consistent with the requesting organization's Internet policies
 - e. Name of the Administrative POC (Point of Contact) who must be a government employee and must be the same as the Administrative POC listed during the domain registration process
 - f. Contact information
 - g. Signature of the authorizing official
 - h. The following template is intended to serve as a guide in the composition of the letter from the organization authorizing the domain name:

===== Begin template =====

[City Government Letterhead]

[Date]

[Name of Chief Information Officer]

Chief Information Officer

51 Commerce Center Drive

Augusta, ME 04333-0145

Dear [Name of Chief Information Officer]

As [Mayor (or equivalent title)] for the city of [city name, state name], {OR} [Title], the highest-ranking IT official appointed by the Mayor of [city name, state name], I formally request that authority over the [xxxxx.maine.gov] third-level domain name be delegated to the City of [city name, state name].

I attest that I am the highest-ranking elected official for [city name, state name] {OR} have signing rights and can act on behalf of the [title of the highest-ranking elected official] for the City of [city name, state name]. By requesting this domain name, I will insure the website content of the requested domain name conforms with the .GOV website content policy.

This domain name will be used for [purpose].

The use of this domain is consistent with the City of [city name] Internet policy. [Mr./Ms. first name, last name] will be the Administrative Point of Contact (POC) for [xxxxxx.maine.gov]. If there are any questions, please contact [him/her] at [phone number] or via email at [email address].

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Name]

[Title]

===== End template =====

In order to expedite the processing of your request you may fax the letter to 207-287-4563. The CIO's office will approve or deny the request for the domain name within three business days and provide feedback to the requesting entity.

3. After approval from the CIO's office, you may then complete the electronic registration form at <http://www.maine.gov/oit/dnsrequest/>.

B. Appeals: Decisions of the CIO are final. Applicants who feel that unfavorable decisions resulted from incomplete information are invited to submit additional information for consideration.

VI. Definitions

- A. See State of Maine Domain Name Policy.

VII. References

- A. [Standard for the Use of Domain Names at the State of Maine](#)
- B. [State of Maine Domain Name Policy](#)

VIII. Document Information

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Legal Citation: 5 M.R.S.A. Chapter 163 Section 1973 paragraphs (1)B and (1)D, which read in part, “The Chief Information Officer shall:” “Set policies and standards for the implementation and use of information and telecommunications technologies...” and “Identify and implement information technology best business practices and project management.”

Waiver Process: See the [Waiver Policy](#)¹.

¹ <http://maine.gov/oit/policies/waiver.htm>