

LB DOMAIN CHANGE DELEGATION GUIDE

- Definitions:**
- LBDR** – The Lebanese Internet Domain Name Registry as assigned by IANA.
 - Domain** – The Internet domain name in Latin script registered under the **LBDR** for Internet referencing.
 - Entity** – An officially recognized Lebanese entity registering the **Domain** for its own use over the Internet.
 - Admin-c** – The administrative contact being the official representative of the **Entity** as recognized by the Lebanese law. (Should be the same under LBDR-A, LBDR-B, LBDR-C and LBDR-E)
 - Tech-c** – The technical contact being an individual or a service provider company that the **Entity** delegates to act on its behalf and execute and maintaining the **Domain** registration. (Should be the same under LBDR-A, LBDR-B, LBDR-C and LBDR-E)

To change the delegation of a domain the current official representative of the **Entity** should follow below steps:

1. View online the current **Domain** registration status.

To view the domain registration data, go to <http://www.aub.edu.lb/lbdr/search.html> and enter the first part of the domain name (“XXX” for XXX.com.lb).

2. Check if the domain registration did not expire. If the domain registration did not expire (no expiry date) go to step-3.

If the domain registration expired, please review the **Reactivation of an Expired Domain Guide**, available for download from <http://www.aub.edu.lb/lbdr/LBDR-ReactivationExpiredDomain-Guide.pdf>.

3. Check if the domain **Admin-c** is still the current official representative of the **Entity**. If the domain **Admin-c** is still the same go to step-4.

If the **Admin-c** changed:

- a. Please fax the following documents to the registry (fax# +961-1-744473 or scan the documents and email them to lbdr-fax@aub.edu.lb :

A completed and signed domain name registration contract form (LBDR-A). The LBDR-A form is available for download from <http://www.aub.edu.lb/lbdr/lbdra.pdf> .

A current copy of the Commercial Circular (IZAA TIJARIEH) or organization license showing the name and signature of the official representative of the **Entity**.

- b. Email to niclbdr@aub.edu.lb a NEW domain contact person requests (LBDR-C) for the **Admin-c**. The LBDR-C form is available for download from <http://www.aub.edu.lb/lbdr/lbdc.txt>

4. Check if the domain **Tech-c** is still the current domain guardian on behalf of the **Entity**. If the domain **Tech-c** is still the same go to step-5.

If the **Tech-c** changed:

- a. Please fax the following documents to the registry (fax# +961-1-744473 or scan the documents and email them to lbdr-fax@aub.edu.lb :

A completed and signed domain name delegation instructions form (LBDR-E). The LBDR-E form is available for download from <http://www.aub.edu.lb/lbdr/lbdre.pdf> .

- b. Email to niclbdr@aub.edu.lb a NEW domain contact person requests (LBDR-C) for the **Tech-c**. The LBDR-C form is available for download from <http://www.aub.edu.lb/lbdr/lbdc.txt>

5. The **Tech-c** should email to niclbdr@aub.edu.lb an UPDATE domain application request (LBDR-B) to update the **Domain** record and reflect the current **Admin-c** and **Tech-c** contacts for the domain as per the **Entity** latest instructions and any Name Server or address changes. The LBDR-B form is available for download from <http://www.aub.edu.lb/lbdr/lbdrb.txt>.

The LBDR-B is auto-parsed by a script and the **Tech-c** should receive an immediate receipt notice with a unique **LBDR Ticket Number**. Please use the LBDR Ticket Number in any follow up related to that specific update request. For the changes to take effect please permit 5 working days from the LBDR-B filing date.