

UPDATE OF A DOMAIN RECORD 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 update a domain record the current **Tech-c** 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 **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-4.

If the **Tech-c** changed, please review the **LBDR Change Delegation Guide**, available for download from <http://www.aub.edu.lb/lbdr/LBDR-ChangeDelegation-Guide.pdf>.

4. 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.