Registrar Data Escrow Agent Application Instructions

Instructions on how to apply to become an ICANN-approved registrar data escrow agent.

Global Domains and Strategy
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ICANN

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Overview

To apply for approval as a Registrar DEA (pursuant to Section 3.3.1 of the Registrar Data Escrow (RDE) Specification, a Third Party Provider or TPP of RDE services), complete and submit the following application with the required documentation set forth below.

The Application Fee. USD $500 (non-refundable), exclusive of any banking fees. ICANN will provide payment instructions to you following receipt of your completed application.

Note: For any legal name, street, electronic or mailing address that is not in Latin characters, please specify and also provide a transliteration in Latin characters.

Completed applications should be submitted to globalsupport@icann.org.

Application to Become an ICANN-Approved Registrar Data Escrow Agent

Please answer each of the following requests in line below, as completely and thoroughly as possible.

1. General Information

    a. Full legal name of the Registrar DEA Applicant (the "Applicant" is the entity to provide the service). Please provide the Applicant's business registration number and the name of the authority that issued this number.

    b. Application contact (this person will be ICANN's main point of contact for all matters concerning this application).
        i. Name
        ii. Title
        iii. Address
        iv. Phone number
        v. Fax number
        vi. Email address

    c. Address of entity applicant:

    d. List all of the locations that will oversee or be involved in the delivery of services contemplated under this program. If different from either its principal business address provided above. (Please explain.)

    e. The primary jurisdiction (including country) in which the Applicant's business is registered for legal and financial purposes. Include the legal form (e.g.,

LLC, Corporation, Government Body, Intergovernmental Organization) of the Applicant (e.g., California-US non-profit corporation).

f.   Telephone number for entity applicant, if different:

g.   Fax number for entity applicant, if different:

h.   Identify the ICANN-accredited registrar(s) sponsoring this application (i.e., the registrar(s) that intend(s) to utilize the RDE services of the applicant)

2. Required Appendices

Attach the following documentation to your completed application as appendices:

a.   **Appendix A - Evidence of Adequate Insurance**

Provide evidence of the applicant's current public and/or professional liability insurance policies.

b.   **Appendix B - Evidence of Sufficient Capital**

Provide recent audited financial statements, including at least the balance sheet and cash flows.

c.   **Appendix C - Letter of Intent from Registrar**

Provide a signed letter from registrar(s) identified in number 8 above, stating intent to engage the applicant as a TPP.

d.   **Appendix G: Conflict of Interest Form**

The conflict of interest form should be signed by the most senior person in your organization that is in charge of data escrow services.

e.   **Appendix H: Trade Regulations Form**

To be completed by whoever in your organization has the authority to sign documents, such as a director or officer.

3. Applicant Background

a.   Provide the full names, dates of birth, cities and countries of residence, contact information, and positions of all owners and the ownership percentage each owner maintains.

b. Provide the full names, dates of birth, cities and countries of residence, contact information, and positions of all directors of the applicant entity.

c. Provide the full names, dates of birth, cities and countries of residence, contact information, and positions of all officers of the applicant entity.

d. Provide the full names, dates of birth, cities and countries of residence, contact information, and positions of all managers of the applicant entity involved or who will be involved in providing RDE services.

e. For every person or entity mentioned in the answers to questions 3a to 3d, indicate if that person or entity:

    i. Within the past ten years, has been convicted of a misdemeanor related to financial activities or of any felony, or has been judged by a court to have committed fraud or breach of fiduciary duty, or has been the subject of a judicial determination that is similar or related to any of these? If so, identify them:

    ii. Within the last ten years, have any of the people or entities listed above been investigated or disciplined by the government of its, her, or his domicile for conduct involving dishonesty or misuse of funds of others? Is so, identify them:

    iii. Are any of the people or entities listed above currently involved in any judicial, administrative, or regulatory proceeding that could result in a conviction, judgment, determination, or discipline of the type specified in "a" or "b" above? If so, identify them:

    iv. Has the applicant and/or any of the people or entities listed above had an application for registrar accreditation or Registry or Registrar Data Escrow services declined by ICANN? If so, identify them:

    v. If any of the above events in (a)-(d) have occurred, please provide details.

f. How many years has the applicant been in business?

g. Describe all of the areas of business the applicant is involved in and provide the number of years involved in each:

h. Does the Applicant or any of the people or entities mentioned in this application have and/or, previously had control/common controlling interest in/by one or more existing or former ICANN accredited registrars, providers of

registrar data escrow services, gTLD registry operators or new gTLD registry applicants, back-end registry operators, or resellers? If yes, please list the concerned entities or persons and describe the connections between them, including the relevant time periods.

i. Describe any and all litigation the applicant has been involved in within the last ten years.

j. Provide names and contact information for at least two client references who can attest to the reputation and suitability of the applicant as an RDE provider:

4. Applicant Capabilities

a. Provide an overview of your relevant business operations (including specific number of years of experience in areas such as data backup; data, source code, or technology escrow; traditional escrow; and off-site storage):

b. How many registrars does the applicant anticipate enrolling in its RDE service? Please specify the time frame considered. Separately, please specify any capacity limitations.

c. Approximately how many employees does the applicant have?

d. How many employees or contractors will be involved in the operation (i.e., not sales) of the RDE services?

e. Describe any RDE-related work that will not be performed directly by the applicant and identify the vendor(s) or other entities or individuals that will be providing such services:

f. Describe in detail the hardware that will be used for RDE services:

g. Describe in detail the software that will be used for RDE services:

h. Describe in detail the internet connectivity available for your RDE services, including providers and bandwidth:

i. Describe in detail your disaster and business continuity planning and contingency preparedness efforts applicable to RDE services:

5. Applicant Operations

a. Describe in detail the procedures and processes that will be implemented to accept RDE deposits:

b. Describe in detail the processes and methods by which deposited RDE data will be stored, including specification of measures that will be used to ensure security and integrity of data:

c. Describe in detail the applicant's procedures, including relevant timeframes, for responding to and complying with a request by ICANN org or the registrar for release of deposited data. Include a description of all available methods of transmission of released data:

d. The Registration Reporting Interface (RRI) production environment supports Registrar Data Escrow (RDE) Notifications. The current technical specification for registrar data escrow reporting in RRI is available at https://tools.ietf.org/html/draft-icann-registrar-interfaces. Please specify when this functionality will be implemented and any details regarding its development.

6. Attestation of Complete and Truthful Disclosure

By signing this application, the undersigned Applicant attests that the information contained in this application and all supporting documents included with this application, including documents and correspondence provided in support of this application at an earlier or later time, are true, accurate, and complete, to the best of the Applicant's knowledge. By signing this application, the undersigned Applicant gives ICANN org permission to contact third parties, investigate, request, and obtain additional information and documentation, and otherwise verify the information contained in this application. Applicant waives liability on the part of ICANN org for its actions in verifying the information provided in this application. Applicant further waives liability on the part of any third parties who provide truthful, material, relevant information about Applicant as requested in this application. Applicant understands that failure to provide truthful, accurate, and complete information in this application will result in the non-approval of the application by ICANN org or withdrawal of approval if approval was already granted.

Applicant understands that ICANN org is not obligated to approve this application or enter into any agreement with the Applicant to provide TPP services.

The applicant acknowledges an Interim Registration Data Policy became effective 20 May 2019 which requires gTLD registry operators and ICANN-accredited registrars to continue to implement measures that are consistent with the Temporary Specification for gTLD Registration Data (which includes Supplemental Data Escrow Requirements) on an interim basis.

Applicant understands and agrees to incorporate into its agreement with ICANN-accredited registrars any additional data protection requirements by way of an agreement/amendment, if (i) ICANN reasonably determines that applicable data protection laws require the additional data protection requirements, or (ii) an authority issues guidance or an order that additional data protection requirements are required. Failure to incorporate such requirements into Applicant's agreement with ICANN-accredited registrars within 90 days of notice of either occurrence may result in non-approval of the application by ICANN or withdrawal of approval if approval was already granted.

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN Privacy Policy, and agree to abide by the electronic Terms of Service.

_____
Signature

_____
Name of Signor (please print)

_____
Title

_____
Name of Applicant Entity

_____
Date

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