

## CHANGE OF CONTACT FORM

This form must be used in the event that you have lost access to the email address for your account under which your domains are managed, and you do not have access to the login information for your account. If you do have access to the login information for your account, please login at <http://www.Internic.ca> and complete these changes in real-time.

**By completing and returning this form, you are authorizing Internic.ca to change the email address for the account. This new email address will become the method in which notifications concerning the domains in this account will be sent.**

### INDIVIDUALS

If the account is registered to an individual, this form must:

1. Be printed
2. Be filled in as required
3. Include a photocopy displaying both sides of **signed** government issued photo identification such as a driver's license
4.
  - a. Scanned and emailed to [service@internic.ca](mailto:service@internic.ca) or
  - b. Faxed to the number at the end of this form

Please note that Internic.ca reserves the right to request that this Authorization of Change of Contact E-mail Address be notarized as proof of the individual's identity.

### COMPANIES

If the account is registered by a company or organization, this form must be:

1. Printed on the company/organization's official letterhead
2. Filled in as required
3. Signed by an authorized officer of the organization
4.
  - a. Scanned and emailed to [service@internic.ca](mailto:service@internic.ca) or
  - b. Faxed to the number at the end of this form

Questions about the use of the form may be directed to Internic.ca Customer Service at [service@Internic.ca](mailto:service@Internic.ca) or by phone at +1.613.820.4374.

The fax number is +1.613.706.1248.

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Internic.ca

Attention: Customer Service

Phone: +1.613.820.4374

Fax: +1.613.706.1248

**Re: Authorization of Change of Contact E-mail Address**

I hereby authorize Internic.ca to change the email address for the account identified below.

I hereby declare I am the Registrant (Owner) of this Account.

I understand that Internic.ca will change the account information. I also understand that this new email address is the method in which notifications are sent concerning this account, and that it is my responsibility to ensure that it is kept current and active.

I understand that information that will allow for the control of the account and the domains there-in, such as userid's and passwords, will be sent to this new email address.

**Please provide one domain in the account for validation purposes:**

Note: The domain name will be used for identification purposes only and will not be modified.

\_\_\_\_\_  
Any domain name held in Account

New email address:

\_\_\_\_\_  
New email address

Signed:

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Print Name