Routine description

Registration Services for .se

(The Swedish version shall prevail)

Version 20180525

1 New registration of domain names

1.1. Definition

A new registration of domain name entails that a registrar, at the request of a registrant, assumes responsibility for registering a new domain name with IIS. New registration of domain name is a registration service in accordance with the applicable registry-registrar agreement.

1.2. Conditions

New registration of domain names shall only take place at the holder's request following the receipt of a complete application.

A complete application is deemed to have been received when the registrar has obtained obligatory information from the holder and when these are complete and correct. The information that is obligatory in respect of the holder is shown in chapter 9 in the registry-registrar agreement.

The holder shall also examine and approve current terms and conditions of registration for .se. The registrar shall document that the holder has accepted the terms and conditions of registration, in accordance with item 11.1 of the registry-registrar agreement.

1.3. Registration period

IIS offers the possibility to register a domain name for a period of 12-120 months. The registrar is, however, free to make the same offer to the holder with a minimum period of 12 months. In other words, it is perfectly possible to register a domain name for 18 months, for example.

The price for the registration is then a monthly rate of SEK 8.33 multiplied by 18 which is SEK 150 excluding VAT.

1.4. Exceptions, conditions and restrictions

This description of procedures does not cover technical details or exactly how a new domain name registration should be performed using EPP. This information is provided in the EPP manual, which is available on the registrar website.

The price is based on a monthly rate which, at the time of writing, is set at SEK 8.33. This entails, for example, that a 12-month registration costs SEK 8.33 x 12 = SEK 100 plus VAT. If a price change is made, it is not applicable retroactively, regardless of whether the price is raised or lowered. When the domain name expires and is to be renewed, the applicable price is the price that is in effect at that time.

The registrar shall register the domain name for the period which the registrant has selected.

1.5. Flow chart – New registration of domain name

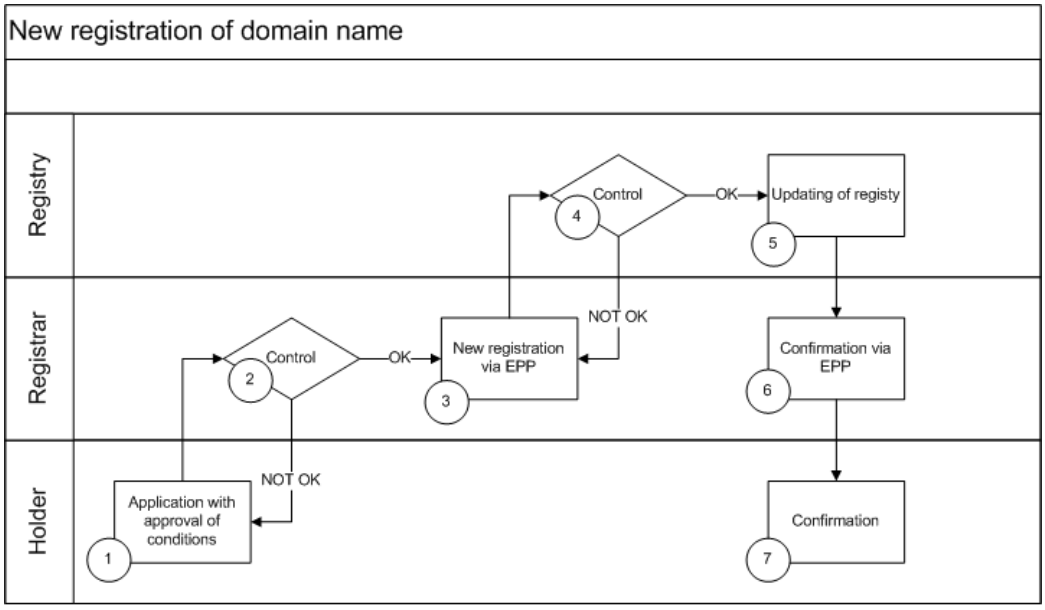

Figure 1: Flow chart – New registration of domain name

Step	Event
1.	The registrant contacts a registrar and requests registration of a new domain name, provides the mandatory information and approves the applicable terms of registration for .se. The registrar shall provide the registrant with the opportunity to check and confirm the information provided before any order is placed. The registrar may not change the information after it has been confirmed by the registrant.
2.	The registrar checks that all mandatory information has been provided and that it is complete and correct. The registrar also documents that the registrant has accepted the terms of registration.
3.	Using EPP, the registrar carries out the registration service (domain create) against IIS. The EPP commands also include the registration period for which the registrant has chosen to register the domain name. The minimum period is 12 months (one year) and the maximum period is 120 months (ten years).
4.	IIS checks that the EPP commands are correct and that no mandatory information is missing.

If the EPP commands are not correct or if mandatory information is missing, IIS sends a response to the registrar using EPP. Usually, such responses are sent immediately, but they are sent a maximum of five (5) working days after IIS receives the request from the registrar.

5. If the commands are correct and no mandatory information is missing, IIS updates the register with the new domain name and other information associated with the registration, including contact information and name servers etc.

6. IIS confirms to the registrar that the new registration has been carried out. Usually, such confirmations are sent immediately, but they are sent within a maximum of five (5) working days after IIS receives the request from the registrar.

7. The registrar confirms to the registrant that the new registration has been carried out. This confirmation shall take place as soon as possible, but not later than five (5) working days after IIS has confirmed the registration.

2 Renewal of domain names

2.1. Definition

A domain name renewal entails that a registrar, at the request of a registrant, assumes responsibility for renewing the registration period for the registrant's domain name.

When the registration period for a domain name ends, it must be actively renewed for continued registration; otherwise, the domain name will be deregistered. A domain name can be renewed for a period of 12 to 120 months, where the minimum period is 12 months.

Accordingly, a domain name can be renewed for more than 12 months; for example, a registrar, at the request of a registrant, may choose to renew a domain for 18 months. The cost of the renewal is thus the monthly rate of SEK 8.33 multiplied by 18, which is equivalent to SEK 150 plus VAT.

Domain name renewals are a registration service in accordance with the applicable registry-registrar agreement.

2.2. Conditions

Renewal of domain name is carried out by the registrar at the request of the registrant.

A domain with expire date June 28, 2017 will after the expire date be changed to status "Expired" for 10 days. If the domain name is not renewed during this 10 days the status will be change to "Deactivated" for 60 days, it can still be renewed during this 60 days but it will not be included in the zone file.

2.3. Exceptions, conditions and restrictions

This description of procedures does not cover technical details or exactly how a domain name renewal should be performed using EPP. This information is provided in the EPP manual, which is available on the registrar website.

When a domain name is renewed, its expiry date is moved forward for the number of months specified in conjunction with the renewal, for example, from June 28, 2017 to June 28, 2018 (12 months).

The price is based on a monthly rate which, at the time of writing, is set at SEK 8.33. This entails, for example, that a 12-month renewal costs SEK 8.33 x 12 = SEK 100 plus VAT. If a price change is made, it is not applicable retroactively, regardless of whether the price is raised or lowered. When the domain name expires, and is to be renewed, the applicable price is the price that is in effect at that time.

The registrar shall renew the domain name for the period which the registrant has selected.

IIS does not send out information every month about which domain names are about to expire. It is up to every registrar in their own systems to keep track of when domain names must be renewed. There is, however, a list on the website for the registrar with lists of domains about to expire which can be of use.

Renewals carried out after a domain name has expired are performed in the same manner as renewals for domain names carried out before expiry.

2.4. Domain name life cycle

The events documented below describes what happens during a domain name's life cycle.

Conditions for the following example: The domain name's expiry date is June 28, 2017.

Step	Event
1.	The final date on which a renewal can be carried out before the domain name expires is June 27. Thereafter, the domain name will be in the status "expired" for 10 days.
2.	If no renewal is carried out, the domain name will be deactivated on July 8 (status "Deactivated"). This entails that the domain name is not included in the zone file distributed by IIS. This means, for example, that the website and e-mail addresses associated with the domain name will stop functioning. However, it is entirely possible to renew the domain name during the deactivation period.

3. After the 60-day deactivation period, the domain name will be de-registered and placed in quarantine with the status ”Quarantine”. The domain name can no longer be renewed but will need to be registered again, which can be done after the quarantine period when the domain name is released. For more detailed information on the quarantine process, see the description of procedures for the release of domain names in section 8 in this document.

4. The domain name is released for new registration 7 days later.

2.5. Notes

Note 1: IIS invoices its registrars at the beginning of each month. Invoices include the new registrations and renewals of domain names that have occurred until the final day of the preceding month. If payment is delayed, interest will be applied in accordance with applicable legislation.

Note 2: By logging on to the registrar website, each individual registrar can access his or her invoice specifications from the date when IIS creates the invoice. Card payment is possible on the registrar website. The invoice will be sent by e-mail.

If no specific billing information is specified in the register, the invoice will be sent to the administrative email address provided by the registrar.

2.6. Flow chart – Renewal of domain names

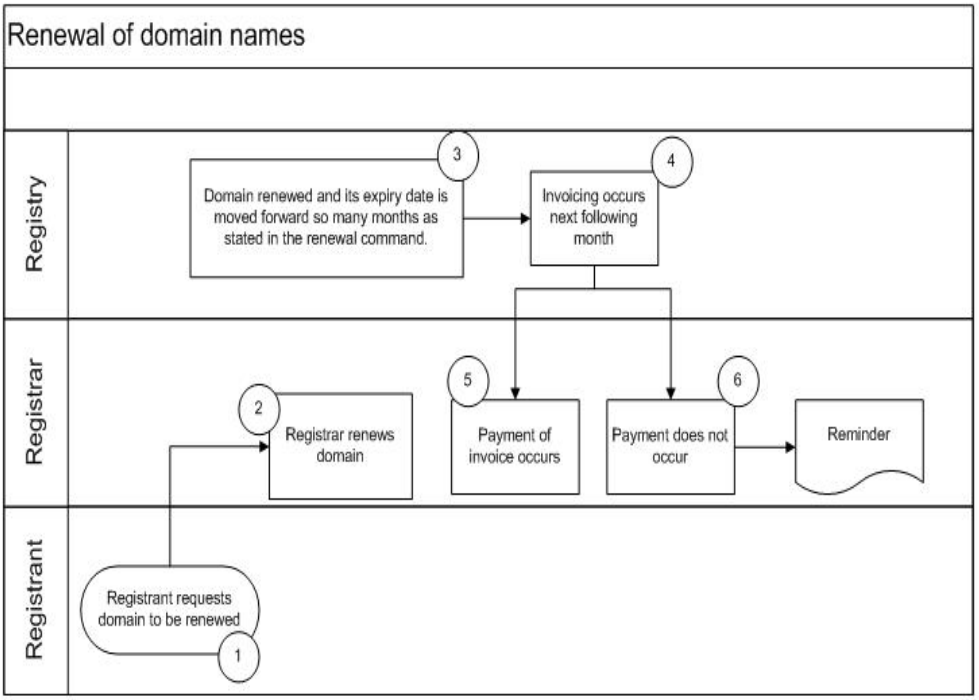

Figure 2: Flow chart – Renewal of domain names

Step	Event
1.	The registrant requests renewal of the domain name.
2.	The registrar requests renewal of the domain name by submitting the EPP command “renew” to IIS during the renewal period. To prevent the domain name from expiring, renewal must take place before the domain name’s e expiry date. The EPP command must also specify the number of months or years for which the registrant has chosen to renew the domain name. The minimum period is 12 months (one year) and the maximum period is 120 months (ten years).
3.	The renewal is registered in the system, and the domain name’s expiry date is moved forward for the number of months specified in conjunction with the renewal, where the minimum is 12 months and the maximum is 120 months.
4.	At the beginning of each month, IIS creates supporting documentation for invoicing; see note 1 above. Renewals carried out after this period will be included on the invoice immediately following. For invoice specifications, see note 2 above.

3 Updating of contact details

3.1. Definition

Updating of contact details means that a registrar undertakes, upon request by a holder, to ensure that his contact details are updated. Updating of contact details for a holder is a registration service in accordance with the current registry-registrar agreement.

3.2. Conditions

Updating of contact details takes place at the request of the holder and may only be carried out by the registrar with whom the holder is registered.

It is the holder’s contact details that shall be stated. The following details are obligatory:

- Company name and contact person for businesses, and first name and surname for private individuals, respectively.
- Organisation number for businesses and personal ID numbers for private individuals, respectively.
- Mailing address
- Telephone number
- Email address

When updating or creating a new holder, information on which details require in each fields are shown in the EPP manual.

3.3. Exceptions, conditions and restrictions

This routine description does not include the technical details or exactly how the updating of contact details is carried out via EPP. Information about this is to be found in the EPP manual, available on the registrar website.

Changes of contact details shall only be obtainable from the person who has requested the updating. This shall take place in accordance with current instructions for identification, “Identification of Domain Holders”.

Upon change of organisation or personal ID number, see routine description for assignment of domain names.

3.4. Notes

Note 1. Updating of contact details that relate to a registrar object are carried out by the registrar through his account on the registrar web. It is possible to update details regarding the registrar object such as billing and admin contact addresses etc. It is also there that one can alter the details that are presented in the registrar list on IIS website.

3.5. Flow chart – Updating of contact details

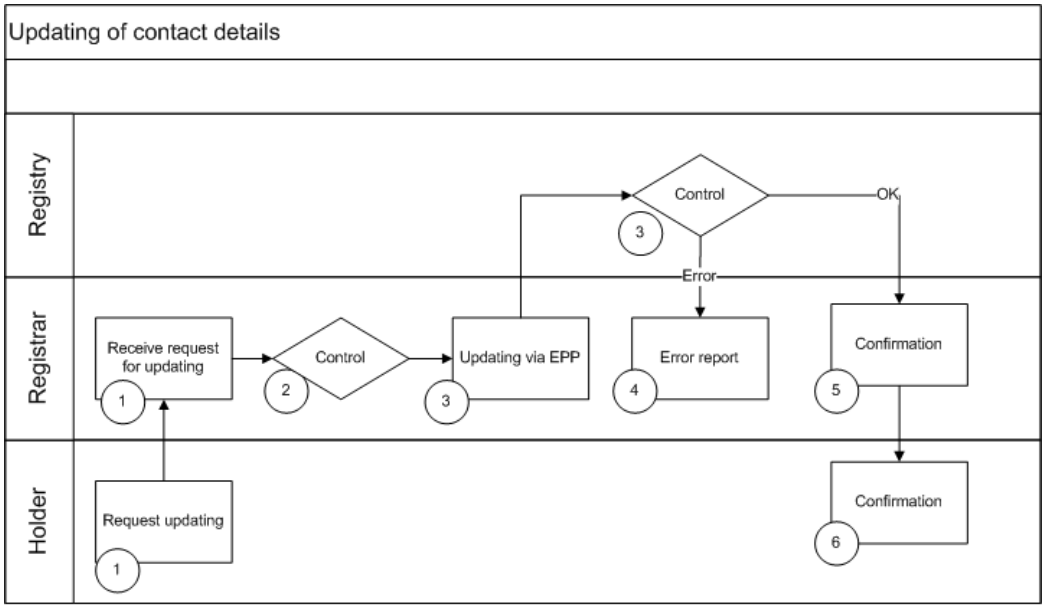

Figure 3: Flow chart – Updating of contact details

Step	Event
1.	The holder requests an update of his contact details with the registrar who administers the relevant domain name.
2.	The registrar identifies that the new contact details are coming from the holder. (For more information regarding identification, see Appendix 6 "Identification of Domain Holders".)
3.	The registrar updates the contact details by sending in the EPP command "update contact" for the contact object.
4.	If, for some reason, the update does not go through, an error message is sent from IIS via EPP. In normal cases this occurs immediately though no later, however, than within five (5) working days from the time that IIS has received the request from the registrar.
5.	If the update goes through then a message to that effect is sent from IIS via EPP. In normal cases this occurs immediately though no later, however, than within five (5) working days from the time that IIS has received the request from the registrar.
6.	The registrar notifies the holder immediately that the update has been carried out, though no later than within five (5) working days from the date that the confirmation has been received by IIS.

4 Handling of name servers

4.1. Definition

Handling of name servers means that a registrar undertakes to add to, remove or alter stated name servers, upon request by a holder. Handling of name servers is a registration service in accordance with the current registry-registrar agreement.

In the event that the Registrar is the name server operator for the Domain Holder’s Domain Name, the Registrar has the right, for technical reasons, to add, remove or change name servers for these Domain Names without the request of the Domain Holder.

In the event that the Registrar has received confirmation that name servers used for the Domain Name will cease to exist, the Registrar has the right, for technical reasons, to add, remove or change name servers for these Domain Names without the request of the Domain Holder. In such cases, the Registrar shall inform the relevant Domain Holders.

4.2. Conditions

Handling of name servers only occurs upon the holder's request, with the exceptions stated above. The registrar carries out the change via the EPP protocol.

IIS responsibility is to operate the .se zone in accordance with the RFC's that define the standard for the DNS system. The zone shall also be operated in accordance with the practice that applies to well-managed zones. The aim of this is to maintain an .se zone that is good, functionally and qualitatively. By testing the name servers before changes are carried out, the registrar helps the .se zone to maintain its good quality.

IIS zone file is sent out every other hour. This means that all changes that have occurred in the database pertaining to name servers are sent out on the internet in accordance with this time interval. It can then take a few hours before the change is fully live on the Internet.

4.3. Exceptions, conditions and restrictions

This routine description does not include the technical details or exactly how handling of name servers is carried out by EPP. Information about this is to be found in the EPP manual, available on the registrar website.

Upon registration, change or addition of name servers all the name servers administered by the registrar shall be correctly configured and shall respond authoritatively to DNS questions regarding the domain name.

If name servers are stated upon registration of domain names the registrar shall ensure that at least two are stated. In the event of the registrar assisting a holder with a change or addition of name servers, the registrar shall ensure that at least two are stated.

The registrar shall check and test the stated name servers (if they are administered by the registrar) and ensure that they respond correctly to DNS questions concerning the relevant domain name. Testing of name servers shall be made before the registration service is carried out. The aim is to ensure that the servers really are correctly configured and that they respond correctly to the relevant domain name.

Testing of name servers may, for example, be made via the web-tool (note 1) that IIS provides, Zonemaster (https://zonemaster.iis.se). It is available on IIS website and consists of a form that is to be completed. Click on "Undelegated domain test".

4.4. Notes

Note 1. Zonemaster, IIS web-tool for testing of web servers is to be found on the registrar web.

4.5. Flow chart – Handling of name servers

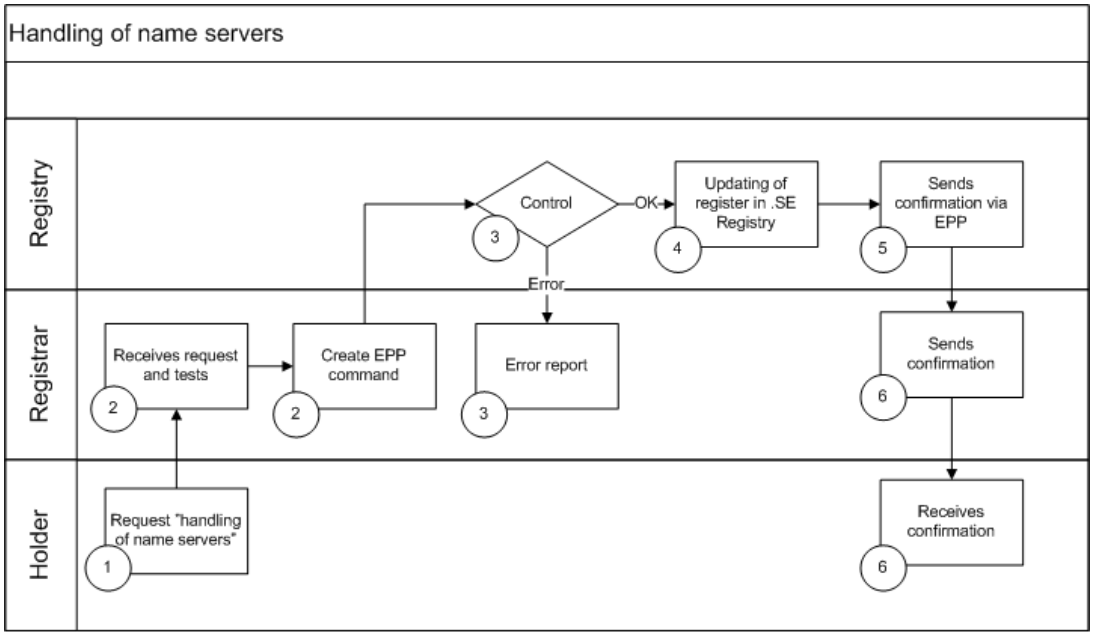

Figure 4: Flow chart – Handling of name servers

Step	Event
1.	The holder requests the registrar to carry out the registration service "handling of name servers", or the criteria in the second or third paragraph in section 4.1 above are applicable.
2.	The registrar receives the request and tests the stated name servers (if these are administered by the registrar). When everything is correct, the registrar sends an EPP command to IIS to carry out the registration service.
3.	IIS checks that the EPP command is correct. If the EPP command is not correct, then IIS sends a response back to the registrar. In normal cases the response is sent immediately but this shall occur, however, no later than within five (5) working days from the time that IIS has received the request from the registrar.
4.	If the EPP command is correct then IIS updates the register.
5.	IIS confirms to the registrar that the registration service is carried out. In normal cases the confirmation is sent immediately but this shall occur,

however, no later than within five (5) working days from the time that IIS has received the request from the registrar.

6. The registrar notifies the holder immediately that the registration service has been carried out, though no later than within five (5) working days from the time that IIS has confirmed that it has been carried out.

4.6. Appendix A – prior check and DNSCheck

General

IIS makes no prior check that the stated name servers answer correctly for the relevant domain name. On the other hand, IIS carries out after checks by means of the support tool DNSCheck.

DNSCheck is a service that verifies the quality of the delegations in the domain name system, DNS. It should not be compared with the program that tests the contents of a zone. The service consists of a program that tests delegations as well as a larger system that runs continuously and gathers statistics.

DNSCheck may also be used by holders in order to check the delegation of a certain domain name or a certain operator.

DNSCheck subscription

As a registrar, you can choose to subscribe on the DNSCheck email service. These emails contain an overview, including an attached more detailed description, over domains in the .se-zone that DNSCheck considers have persistent problems (after being changed in some way). Every day, at a time when few changes occur, DNSCheck goes through all tests run over the last 24 hours and builds an email per registrar with domains they manage that generate serious errors that haven´t been fixed. This email will then be sent to the registrar´s tech-c address, assuming that the registrar have enabled this subscription and also that the registrar have not entered an alternative email address (in which case that address will be used instead).

This subscription is entirely voluntary and should be seen as a tool to simplify problem handling with the registrar´s customers. At most one email per day will be sent and, hopefully, the registrar will quite often not get one at all. Also, considering this email is based on live changes in the .se-zone and also on time (only the last 24 hours are considered), the registrar will not get any duplicates or other "unnecessary" information in these emails.

If the registrar doesn´t want to subscribe to DNSCheck´s email service, the registrar can make the setting in the account on the registrar web.

4.7. Appendix B – Typical cases of redelegation of a domain name

The following section describe a redelegation where DNSSEC is removed before redelegation. Information on alternative method, regarding redelegation without loss of DNSSEC, is available on the registrar web.

Domain names with DNSSEC signing

1. Reduction in TTL (TTL = Time To Live)

If permitted by the service provider (SP), the time-to-live (TTL) for services from SP1 will be reduced to a very short period of between one and five minutes, which will enable quick implementation of the transfer of Internet and e-mail services. It will primarily take place to allow the change to generate an effect before the transfer is carried out. This stage can be ignored if the SP1's existing TTL is deemed sufficiently short.

2. Removal of DS keys

The registrar (SP1) of the domain name shall remove the DS key published at IIS. If the key is not removed, the consequence for redelegation will be that the DNSSEC answers from Service Provider 2 (SP2) will not work. However, the signing of a zone does not need to be closed. Nevertheless, the zone will remain unprotected during the actual redelegation. Development work is being performed to ensure that such a situation is avoided in the future.

3. Configuration of new DNS service with services retained

All DNS data for the domain name is requested from SP1. If the information cannot be obtained from SP1, it can also be acquired from the "dig" tool. SP2's DNS service is then configured with the same data, except regarding the authoritative name server (NS entry) that is SP2's server. During the transfer, this name server will delegate to the IP addresses of the SP1's Internet and e-mail servers. This will allow the services to function during the time it takes for all recursive resolvers to receive the new DNS data, which depends on the TTL values that IIS and SP1 have established for their respective zones.

4. Zone signed at SP2.

The zone will be signed with DNSSEC at SP2 when the DNS service is established with SP2.

5. Testing the new DNS service

A “non-delegated domain test” using IIS Zonemaster service (available at https://zonemaster.iis.se) will ensure that the authoritative name server at SP2 is ready to answer DNS questions about the domain name.

6. Registration of new authoritative name servers with IIS

Changes to registrars of a domain name take place by using a special code which can be requested from SP1 (if this provider was the former registrar) and given to SP2 (the new registrar). SP2 must then ensure that it registers the new authoritative name server for the domain name with IIS or is given instructions on how registration is to take place. The transfer to the new authoritative name server will begin once this has been completed. Contact the current registrar for assistance if the registrar is not to be changed and only the name server operator is to be changed.

7. Testing that IIS has received the correct information

The .se zone will have been updated after three hours. IIS Zonemaster service (available at https://zonemaster.iis.se) can then be used to test that the DNS answers contain the correct information. In addition to the NS entry, SP2’s authoritative name server shall, until further notice, provide exactly the same information as SP1’s name server. SP2 should make any corrections if this is not the case.

8. Expiration of TTL

During the transfer, SP1’s authoritative name server will continue to answer DNS lookups from recursive resolvers that have saved previous DNS answers in their cache memories. However, as time passes, the TTL of the cached data will expire. The recursive resolver should then request a new answer about the domain name from one of IIS authoritative name servers who will refer the question to SP2’s name server. The TTL for the .se zone is 24 hours and if SP1 no longer has any TTL (which is not very likely) then all recursive resolvers will be referred to SP2 after 24 hours.

9. Transfer of Internet and e-mail services to SP2

SP2’s DNS service can be reconfigured so that it delegates IP addresses for Internet and e-mail servers with SP2 instead of SP1. The only downtime required for the website and e-mail is the TTL entered before redelegation commenced, in other words, one to five minutes.

10. Shutdown of all of SP1’s services

When the TTL expires, all DNS requests are referred to SP2 and, accordingly, all services with SP1 can be concluded.

11. Sending the new DS entry to IIS

The DS entry created by signing the zone with SP2 is sent to IIS, at which point a new DS key will be published by IIS and the zone will be protected again.

12. Restoration of TTL

After the transfer has been completed, the TTL for SP2's services is restored to its former level. The redelegation has now been performed with minimal downtime.

13. Final testing

After a couple of hours, once all of SP2's TTLs have been returned to normal and the new DS entry has been published, it may be worthwhile to perform a final test using the Zonemaster (https://zonemaster.iis.se) to ensure that everything is working correctly.

Source: IIS Internet Guide, No 12 – DNS – The Internet guide

5 Assignment of domain name

5.1. Definition

Assignment of domain names is a transaction between two parties where the receiving party becomes the new holder of a domain name and compensates the assigning holder.

In practice this means that there is a change of registrant ID for a domain name where the receiving holder has another organisation or personal ID number than the assigning holder. The assignment of domain name is a registration service in accordance with the current registry-registrar agreement.

Upon an assignment, only the holder is updated. The domain name's expiry date is not affected but remains the same.

5.2. Conditions

The assignment of domain name only occurs at the existing holder's request and after a complete assignment has been received. For an assignment to be regarded as complete, the following is required:

1. That the registrar with regard to *the receiving* holder:

- Obtains the following obligatory information and verifies that it is complete and correct:
  - Complete company name and contact person for the business and first name and surname for private individuals, respectively.
  - Organisation number for companies and personal ID numbers for private individuals, respectively
  - Mailing address

- Telephone number
- Email address

- Document that the holder is aware of, and approves, current terms and conditions of registration for .se before the assignment is carried out (in accordance with item 11.1 in the registry-registrar agreement.

2. That the registrar, with regard to *the assigning* holder:

- Obtains a mandatory written approval by means of IIS special document (see note 1) or equivalent. The document shall be signed by the assigning holder and be submitted to the registrar.

In normal cases IIS does not require the document and thus makes no checks to see that it is correct. The responsibility for this is placed on the registrar in accordance with the registry-registrar agreement. However, upon request by IIS, the registrar shall immediately provide a copy of the document to IIS or, if so required, the original. The documentation must be stored and saved in a safe and transparent way.

3. That both the assigning and receiving holders are to be found registered with one and the same registrar when the assignment is carried out. This depends upon:

- An assignment being carried out, in practice, through one registrant ID being changed for another in a domain object. The domain object and registrant ID must be registered with one and the same registrar in order for this to be carried out.
- The registrar must be able to identify the assigning and receiving holders.

If one of the two holders are not registered with the same registrar a change of registrar must be carried out. Alternatively, the receiving holder is registered by the assigning holder's registrar, the assignment is carried out and then change of registrar is performed.

5.3. Exceptions, conditions and restrictions

This routine description does not include the technical details or exactly how an assignment of domain name is carried out by EPP. Information about this is to be found in the EPP manual, available on the registrar website.

The expire date for a domain name assigned to a new holder will not be moved forward one year. The original expire date shall remain. As a result of this the registrar will not incur a registration charge.

A change of register ID where the new holder has the same organisation or personal ID number as the present holder, is not defined as an assignment but constitutes an updating of the domain object.

An organisation or personal ID number may only be altered through an assignment (change of registrant ID). A registrar has no means of changing organisation or personal ID numbers in an existing contact object, by his own hand.

5.4. Notes

Note 1: A document for approval of assignment of domain name is obtainable on the registrar web.

5.5. Flow chart – Assignment of domain name

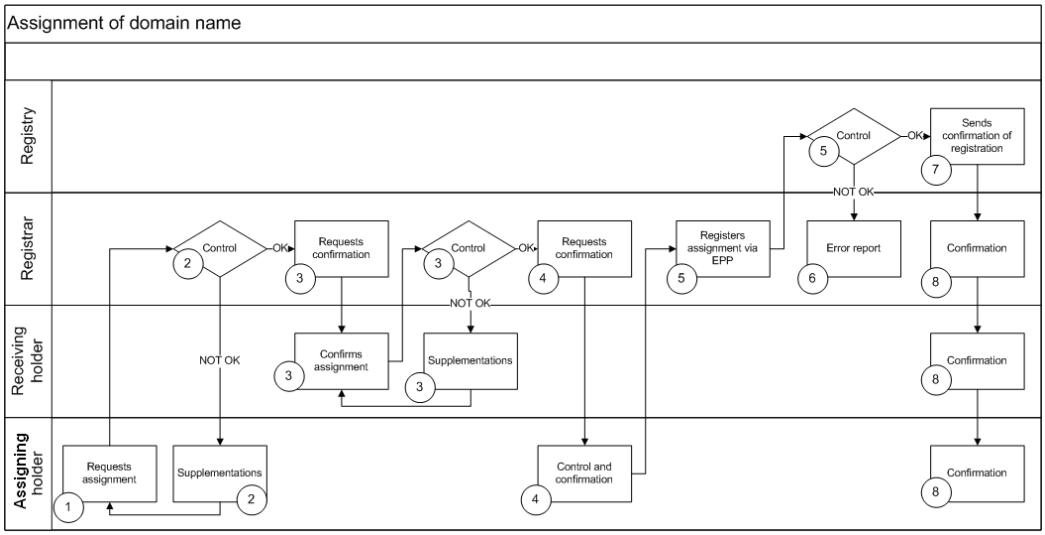

Figure 5: Flow chart – Assignment of domain name

Step	Event
1.	The assigning holder contacts his registrar and requests assignment of his domain name.
2.	The registrar checks that the requests actually come from the assigning holder. For more information about identification of holder, see "Instructions for identification of holder".
3.	The registrar takes in complete and correct contact details regarding the receiving holder and ensures that he accepts IIS terms and conditions of registration and also documents this. The receiving holder shall be given an opportunity to check and confirm the details stated. The details may not be altered by the registrar after they have been confirmed by the holder.
4.	The registrar receives an approval from the assigning holder. This shall occur through the document or equivalent that IIS provides for the purpose. The document is kept by the registrar and shall be shown upon request by IIS.

5. When the registrar has received a complete assignment in accordance with the above, the registration service is carried out through the EPP command “update domain” being sent in for the domain object to IIS and in this way, replaces the domain name’s registrant ID. This shall be done as soon as possible though no later than within five (5) working days from when the registrar has received the assignment.

6. If, for any reason, the updating does not go through then an error report is sent back from IIS via EPP. In normal cases this occurs immediately though no later, however, than within five (5) working days from the time that IIS has received the request from the registrar.

7. If the updating goes through a message to that effect is sent back from IIS via EPP. In normal cases this occurs immediately though no later, however, than within five (5) working days from the time that IIS has received the request from the registrar.

8. The registrar is responsible for immediately notifying the assigning and receiving holders when the assignment is carried out, though no later than within five (5) working days of the confirmation having been received from IIS.

6 Change of registrar

6.1. Definition

Change of registrar is made when a holder requests the administration of a domain name to be moved from one registrar to another. In practice this means that the holder becomes a customer of the new registrar and that the administration is there upon undertaken by the latter. Change of registrar is a registration service in accordance with the current registry-registrar agreement.

6.2. Conditions

The holder must have obtained the current authorisation code from the current registrar and have supplied the code to the receiving registrar.

6.3. Exceptions, conditions and restrictions

General

This routine description does not include the technical details or exactly how a change of registrar is carried out by EPP. Information about this is to be found in the EPP manual, available on the registrar website.

The current registrar shall, at the holder’s request, ensure that a unique authorisation code is created in the domain name register for the domain name or names that the holder wishes to move. The authorisation code shall be provided quickly, though no

later than within five (5) working days from the time that the holder's request has been received.

The current registrar shall not receive payment for a change of registrar.

The receiving registrar shall ensure that the holder again approves the terms and conditions of registration in connection with the change being carried out.

The information that is transferred upon change of registrar is:

- The holder's contact details
- The holder's domain name
- current name servers (if new name servers have not been stated in the transfer command)

Other possible contacts such as administrative contact, technical contact and/or notification contact are never included.

If no new name servers are stated, no change of name servers or any DS-posts are made. If new name servers are stated, the old ones are removed and any DS-posts are also removed. No check is made to see if the new name servers exist in the IIS database or not. For example, if one of the new name servers aren´t in the database the transfer will not be performed and the EPP server will reply with an error message.

A domain name is deactivated in 60 days before it will be deregistered when a registrar, on request of the registrant, has sent in the deregistration. If the domain is transferred to a new registrar during this period, the deregistration will be cancelled. This means that the parameter ClientDelete will be set to "0" and the result of that is that ClientDeleteDate and ClientDeactivationDate is removed. If the registrant wants to deregister the domain name it has to be done through the new registrar. In this way, the current registrar has the basis of the deregistration.

Contact ID

Normally, the registrar states which contact ID a contact should have in connection to the creation of the contact. However, the contact ID can only be stated in accordance with the rules indicated in the EPP manual.

When a holder changes registrar, though, it is IIS that gives the contact ID. IIS copies the information connected to the contact in question and creates a new contact with identical contact details, but with a new contact ID. From then on, the former contact is administered by the holder's former registrar and the new contact is administered by the holder's new registrar.

Handling of DS keys

The receiving registrar shall, prior to the change of registrar being carried out, inform the holder whether the change affects the holder's DNSSEC.

If the receiving registrar does not provide the service DNSSEC to the holder, the registrar shall remove published DS keys.

If name server supplier is changed, it is important to make sure that IIS has the correct key material; otherwise there is a major risk that the domain name will not function for those who validate DNSSEC. In chapter 4.7 there is a description of how to prevent this.

6.4. Flow chart – Change of registrar

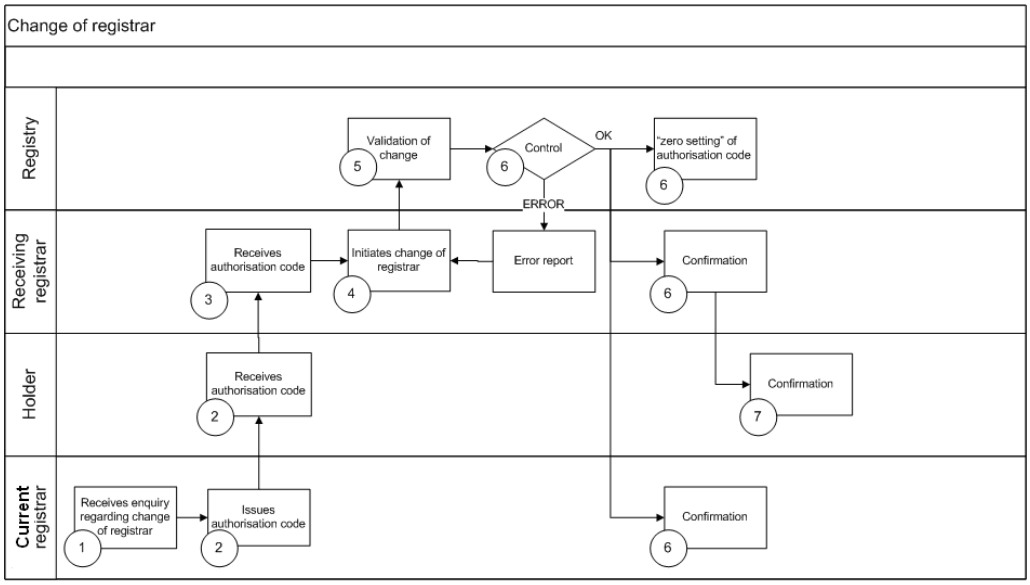

Figure 6: Flow chart – Change of registrar

Step	Event
1.	The current registrar receives a request for change of registrar. At the holder's request, the current registrar ensures that a unique authorisation code is created in the domain register for the domain name or names that the holder wishes to move.
2.	The current registrar provides the authorisation code to the holder. This shall take place quickly, though no later than within five (5) working days from the holder's request having been received. The current registrar is responsible for the assignment taking place in a secure manner. A registrar is always obliged to provide an authorisation code at the request of the holder. If the relinquishing registrar does not provide the code within five (5) working days, then IIS is entitled to produce and provide an authorization code for the holder.
3.	The receiving registrar receives the authorisation code from the holder. Before the change is completed the receiving registrar shall ensure that

the holder has seen and approved the terms and conditions of registration and shall also document this.

If the change takes place via a website indicated by the receiving registrar then the registrar shall separately ensure that the holder is aware of the terms and conditions of registration and shall confirm this through clicking a box or, in a corresponding manner, demonstrate that he or she has read and approved the terms and conditions of registration.

4. The receiving registrar immediately requests a change of registrar through the EPP command (transfer request).

5. The EPP command is checked by IIS.

6. If the EPP command is correct the request is carried out and a confirmation is sent to both the assigning and receiving registrar.

   If something is not correct, then the request is not carried out and an error message is sent to the receiving registrar. In normal cases, it is sent immediately though no later than within five (5) working days from when IIS receives the request.

   When the change is carried out then the authorisation code is "set to zero" by IIS and the receiving registrar may, as required, indicate a new authorisation code for the domain name.

7. The receiving registrar is responsible for immediately confirming the change to the holder, though no later than within five (5) working days of IIS having confirmed the change being made

7 Deregistrering of domain name

7.1. Definition

Deregistering of domain name means that a registrar undertakes to deregister a holder’s domain name upon request.

In practice a de-registration means that the registration of the domain name ceases after a deactivation period of 60 days. After this period the domain name is placed in quarantine (note 1). Deregistration of domain names is a registration service in accordance with the current registry-registrar agreement.

7.2. Conditions

A registrar who requests a domain name to be deregistered at IIS must be conversant with the instructions regarding identification of holder, Appendix 6. That is to say that routines and procedures for this identification meet requirements.

7.3. Exceptions, conditions and restrictions

This routine description does not include the technical details or exactly how a deregistration of domain names is carried out by EPP. Information about this is to be found in the EPP manual, available on the registrar website.

If there is no request by the holder a deregistration may only be made by IIS and then on the grounds of e.g. an ATF or court decision. A domain name that is deregistered on these grounds will normally have neither any deactivation period nor be placed in quarantine.

During the deactivation period the decision to deregister a domain name (that has thus occurred at the holder's request) may be reversed by the holder, which means that the domain name is reactivated. When the deactivation period is over the decision to deregister can no longer be reversed. Instead a new registration must be made which cannot, however, be done until the quarantine period is over.

7.4. Notes

Note 1. For more information on the release of domain names and domain names in quarantine, see the routine description regarding release of domain names.

7.5. Flow chart – Deregistering of domain name

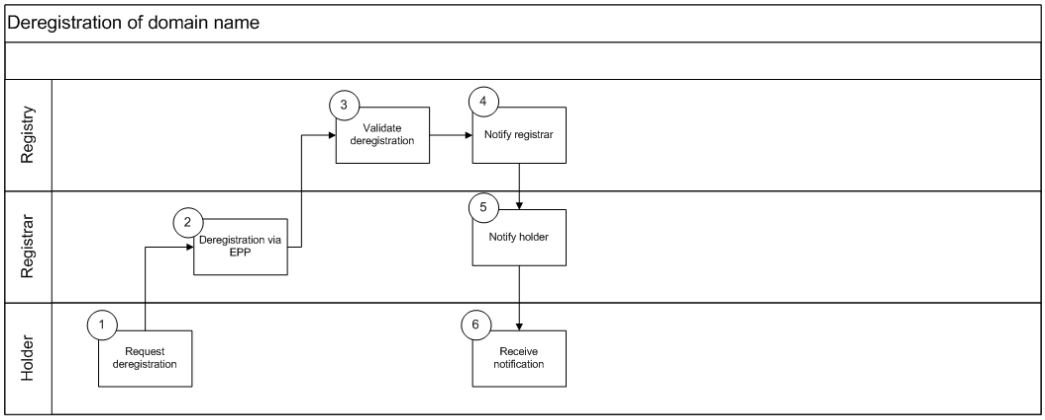

Figure 7: Flow chart – Deregistering of domain name

Step	Event
1.	The registrar receives a request for deregistration of a domain name from the holder.
2.	The registrar carries out the registration service in respect of IIS through an EPP command (updating of the domain object).
3.	The command is checked by IIS, a removal date that falls 60 days forward in time, is set (the so-called deactivation period). The domain name is set as "deactivated" and also has the status "ServerHold".

4. IIS immediately sends back a confirmation to the registrar by EPP, though no later than within five (5) working days from the request being received by IIS.

5. The registrar is responsible for immediately notifying the holder that the de-registration has been carried out, though no later than within five (5) working days from IIS having confirmed that it has been carried out.

6 The holder receives the notification from the registrar but may revoke the de-registration up to the end of the deactivation period.

7.6. Flow chart – Cancelling deregistration of domain name

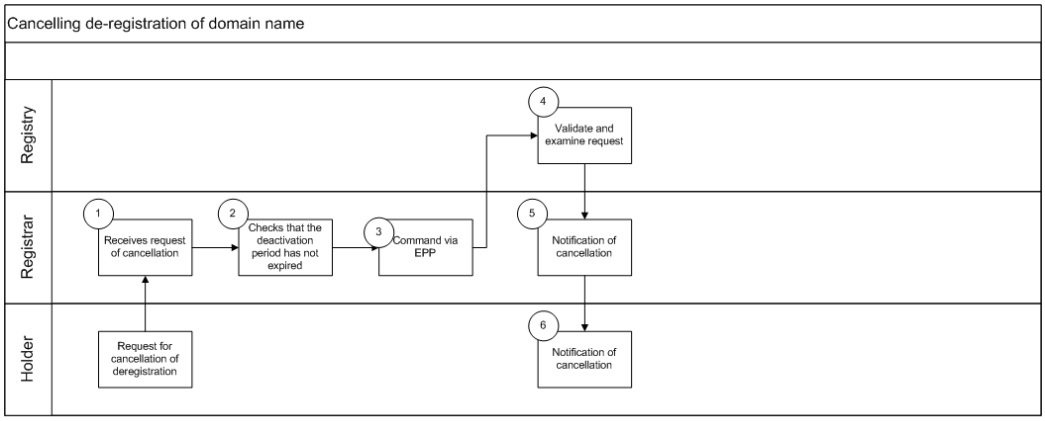

Figure 8: Flow chart – Cancelling deregistration of domain name

Step	Event
1.	The registrar receives the holder's request for cancellation of a previously executed deregistration of a domain name.
2.	The registrar checks that the deactivation period has not expired and that cancellation is thus possible.
3.	If cancellation is possible then the registrar carries out the transaction in respect of IIS through an EPP command (updating of domain object).
4.	The command is checked by IIS and the removal date is deleted. "ServerHold" is removed from the domain name which, instead, gains the status of "Active" or whatever is relevant, depending upon its stage in the renewal cycle.
5.	IIS immediately sends back a confirmation to the registrar by EPP, though no later than within five (5) working days from the request being received by IIS.

6. The registrar is responsible for immediately notifying the holder that the de-registration has been cancelled, though no later than within five (5) days of when IIS has confirmed the cancellation.

8 Release of domain name

8.1. Definition

Release of domain name means that a domain name becomes available for new registration after having been lying in so-called quarantine. Quarantine relates to the period during which a previously registered domain name may no longer be renewed or newly registered. The period stretches from the end of the deactivation until the domain name is released and can again be registered.

8.2. Conditions

A domain name is released when one of two things has occurred:

1. The holder has requested that the domain name is to be deregistered which is then carried out via EPP by the responsible registrar.

2. The domain name has not been renewed by the holder, i.e. that the paid for registration has elapsed.

Independently of the reason behind it, the domain name shall always be deactivated for 60 days when it ends up in quarantine before finally being released. The length of the quarantine is 7 days.

8.3. Exceptions, conditions and restrictions

In connection with a domain name being deactivated, a release date is set. The domain name is then presented in a list of domain names that can be available on IIS website.

On the date of release the domain name will be available for new registration, though no earlier than at 04:00 am UTC.

A domain name that lies in quarantine may not be had again by the previous holder in any way other than through new registration following the release. Note, however, that it is a case of ’first come, first served’.

When a domain name is deregistered by IIS on the grounds of ATF or court decision, there can be no deactivation period or quarantine. It is therefore not listed as a domain that can be released.

8.4. Notes

Note 1. See also system limitations in appendix A.

Note 2. IIS would also remind about the rules that are described in items 14.2 and 14.3 in the registry-registrar agreement regarding not overloading IIS network etc.

8.5. Flow chart – Release of domain names

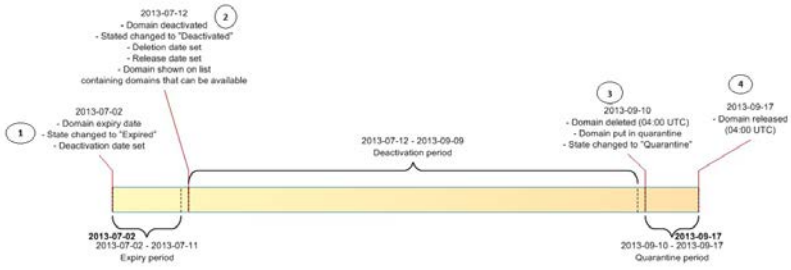

Figure 9: Flow chart – Release of domain names

Step	Event
1.	When the domain name is deactivated the deletion date and release date are set. The domain name and its release date are included in the list of domain names that can be available on IIS website.
2.	The deletion date falls (i.e. the deactivation period of 60 days is ended). The domain name is deregistered and placed in quarantine. It is still seen in Whois but in state "Quarantine" and the domain name continues to be shown in the list of domain names that can be available.
3.	The release date falls and IIS releases the domain name, no earlier than at 04:00 am UTC on the same day.
4.	A registrar can newly register the domain name in the normal manner.

8.6. Appendix A – System limitations

- Max 4 TCP-sessions against the EPP-server
- Max 4 IP-addresses through the firewall
- Max session time 1 hour
- Max idle time 10 min
- Max 180 transactions per minute
- Min message length 10 bytes
- Max message length 10.000 bytes

- One “check” command counts as many commands as domain names stated in the command, e.g. if ten domain names are stated in one check command it counts as ten transactions. The same goes for contacts and hosts.

9 Information about blocked domain names

There are some categories of domain names that, for different reasons, have been blocked by IIS. Domain names that are blocked cannot be registered at all. On the other hand, it is possible to register certain blocked domain names but it is dealt with in a somewhat different manner than with a normal new registration.

The categories are listed in appendix A below. A text file with all blocked domain names can be downloaded at http://www.iis.se/.

9.1. Definition

A **blocked domain name** is not available for registration at all. This concerns, e.g., test and example domains. A complete list of different categories of blocked domain names is to be found in appendix B below.

Certain blocked domain names are reserved for the exclusive registration of a certain organisation or type of organisation. How a registrar deals with an application for registration of such a domain name is seen by the following step-by-step description. Such a domain name cannot be registered before IIS has examined the application and opened the possibility of registering the domain name. More detailed information about each category can be read in appendix A below.

9.2. Conditions

The same conditions as with new registration also apply upon registration of certain blocked domain names reserved for the exclusive registration of a certain organisation or type of organisation. For more information about these conditions, read the routine description for new registration of domain names.

9.3. Exceptions, conditions and restrictions

See appendix’s A and B.

9.4. Flow chart – Registration of blocked domain names reserved for the exclusive registration of a certain organisation or type of organisation

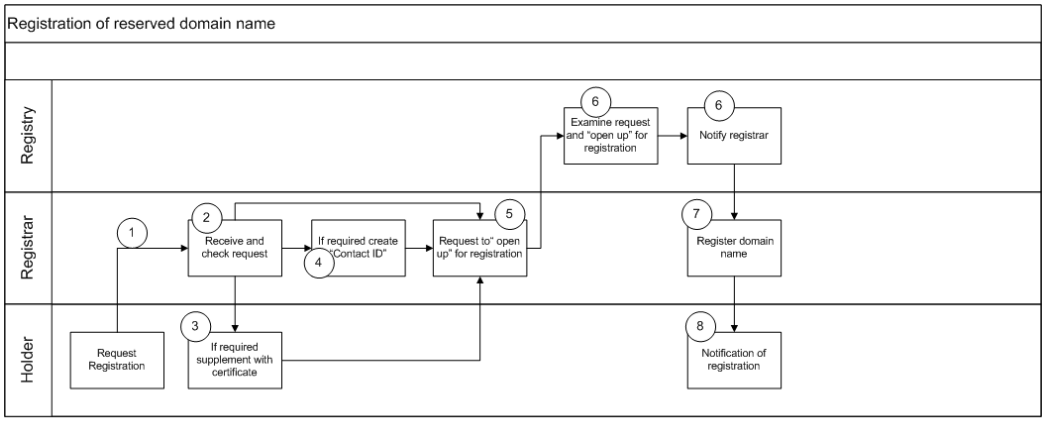

Figure 10: Flow chart – Registration of blocked domain names reserved for the exclusive registration of a certain organisation or type of organisation

The holder possesses “the rights” to the domain name

Step	Event
1.	The registrar receives a request for registration of a blocked domain name reserved for the exclusive registration of a certain organisation or type of organisation from someone holding “the rights” to the domain name.
2.	The registrar creates a contact ID for the holder if this is not already held.
3.	The registrar sends an email message to registry@iis.se with a request to “open” the domain name for registration. The email message shall contain information about contact ID and domain name
4.	IIS handles the request and "opens" the domain name for registration, or alternatively rejects the request. IIS immediately notifies the registrar of its decision, though no later than within five (5) working days from when the registrar’s request has been received.
5.	If the request is correct, the domain name can be registered in the normal way. Note that the domain name can only be registered on the contact ID that IIS has "opened" for, i.e. the contact ID that the registrar sent in with his request.

6. The registrar notifies the holder immediately after the registration service is carried out though no later than within five (5) working days from when IIS has confirmed that it has been carried out.

9.5. Appendix A – Blocked domain name reserved for the exclusive registration of a certain organisation or type of organisation

The blocked domain name reserved for the exclusive registration of a certain organisation or type of organisation are divided into the following category.

- Swedish law

Swedish law

The protection for international organisations' names and abbreviations takes its point of departure in the Act (1953:711) regarding protection for certain international healthcare designations etc. (the act is also referred to as The Red Cross Act) and the Act (1970:498) regarding protection for arms and certain other official designations with associated ordinances (1976:100).

The list of international organisations' names and abbreviations is available at WIPO and the Swedish Patent Office (PRV). PRV advises continuously about newly introduced protected designations in "The Trademarks Gazette".

The organisation that holds the right to the name can, of course, register the domain name by proving its right to the name and verifying the right to represent the organisation unless otherwise stated in the relevant legislation. If someone other than the one who holds the rights to the domain name wishes to register it, then the applicant shall be able to prove by means of a certificate that he has the concerned organisation's approval for this. Here, too, the condition applies that nothing shall otherwise be stated in the relevant legislation.

9.6. Appendix B – Blocked domain names

It is not at all possible to register blocked domain names and this shall apply until otherwise decided. They belong to one of the following categories:

- Example and test domains
- Second level domains
- Sub-domains

Exceptions, conditions and restrictions

The following combinations are also blocked but are not reported in the text file on IIS website:

- All number combinations with the format xxxxxx-xxxx that comprise, or may come to comprise, a Swedish personal ID number

- For technical reasons, domain names that start with two signs followed by two hyphens are also blocked.