

# Register gov.scot

## Procedure

### Submitting requests:

All requests must be submitted by an [Approved Registrar](#) <sup>[1]</sup> unless the domain name request is being submitted by an organisation that is currently connected to the Janet network.

Please note: All form requests for new domain names must contain descriptive information of how the domain name/name owner fit the eligibility criteria (see [www.gov.scot/domains](http://www.gov.scot/domains) <sup>[2]</sup>). This will greatly speed up the process of obtaining a new domain name for applicants.

1. If the organisation requesting the new domain name fits the eligibility criteria, then requests may be submitted by using the online form <https://www.jisc.ac.uk/forms/govscot-domain-registration-form> <sup>[3]</sup>

2. For any name submitted there are two possible outcomes:

**Accepted.** This will mean that there is no objection to the name from the Naming Committee and a positive acknowledgement will be returned to the Registrar submitting the request.

**Rejected.** This will mean that the domain name is not acceptable to the Naming Committee. The reason for this would include one or more of the following:

- wrong form used
- sent to wrong email address
- insufficient information supplied
- request does not fit into the domain's eligibility criteria
- form not in plain text
- frivolous or time-wasting requests

Usually there will be no charge for a request that produces a **rejected** outcome. However, Janet reserves the right to make a charge for frivolous, time-wasting or other requests which impose an undue use of resources to deal with.

3. The target turnaround time for requests is five working days from Janet's receipt of the form. All new requests for domain names will be acknowledged and allocated a ticket reference number upon input into our System. Within approximately five working days a message will be sent to the submitter of the form advising as to whether the domain name has been **Accepted** or **Rejected** by the Naming Committee.

4. Once payment has been made, in the case of Janet Customers, or the account of the

Approved Registrar has been charged, **Accepted** domain names will be put forward for delegation in the DNS. Designated nameservers must be correctly configured to take the new name, preferably at the point when the initial submission of the form requesting the new domain name is effected. Failure to correctly configure the designated nameservers will not prevent delegation in the DNS from Janet's point of view. In these circumstances Janet will advise the submitter of the domain name request if the nameservers have not been correctly configured. It will then be the responsibility of the submitter to rectify any problems. No further action will be taken by Janet.

5. In the case of a **Rejected** outcome any subsequent domain name requests for the same end user will be treated as a new request. Therefore a further ten working days should be allowed for a response from the Naming Committee. A new form should be completed and submitted to the appropriate mailing list, containing any corrected details or extra information, as necessary, in order for the Naming Committee to review.

6. Each registration lasts for a period of two years from the initial date of the domain name's acceptance by the Naming Committee. From this date the designated Approved Registrar will be invoiced for the domain name's maintenance charge.

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**Source URL:** <https://community-stg.jisc.ac.uk/library/network-and-technology-service-documentation/register-govscot>

#### **Links**

[1] <https://community.ja.net/library/janet-services-documentation/registrar-membership>

[2] <http://www.gov.scot/domains>

[3] <https://www.jisc.ac.uk/forms/govscot-domain-registration-form>