

From Michigantownships.org: <https://michigantownships.org/dotgov/>

## get.gov Instructions for New Domain Name Registrations

### Request Your New .gov Domain

#### 1. Type of organization

Select the choice for “City: a city, town, township, village, etc.”

#### 2. Election office

Government entities that conduct elections receive faster processing on their .gov applications.

As all townships conduct elections, select “Yes” in this section.

#### 3. Organization name and mailing address

On this page, you will enter the name and mailing address of your township.

*Note: The last question on this page asks for “Urbanization”. This is for Puerto Rico only, so all Michigan townships should leave it blank.*

#### 4. Authorizing official

This section asks for information about the person who can authorize your domain request. “This person must be in a role of significant, executive responsibility within the organization.” Generally for the township, this would be the supervisor (or a manager or superintendent, if applicable).

While CISA typically does NOT reach out to this person, if a reach out is necessary, they will coordinate with you (the person filling out the form) first. Still, it is a good idea to make sure the person listed here knows what you are doing in advance.

#### 5. Current Websites

This section is asking for the address of any current websites the township may already have. If you have a website already (perhaps on a .com or .org domain) list it here. If not, you can skip this section.

#### 6. .gov domain

In this section, you will specify the new .gov domain that you would like.

Please note that there are specific naming requirements (<https://get.gov/domains/choosing/>) that you should try to follow. The reason for these requirements is to avoid ambiguity with other townships in the country that might have the same name.

You can specify alternate domains, in case they are unable to issue your first choice.

“Names that uniquely apply to your organization are likely to be approved over names that could also apply to other organizations. In most instances, this requires including your state’s two-letter abbreviation.” So, most Michigan townships will need MI somewhere in their domain name.

You will likely want to have either the word “township” or the abbreviation “twp” in the name, especially if there are any cities or villages that share a similar name, such as sigeltownshipmi.gov

If there are multiple townships in Michigan with the same name, you may end up using the county name as a part of your .gov domain. For example: LeroyTwp-CalhounMI.gov or LyonTwp-HigginsMI.gov.

*Pro Tip: You can use the “Check Availability” button to make sure nobody else has already claimed the domain. Keep in mind, however, that this does NOT guarantee that you will be approved for this domain, especially if it does not follow the naming conventions. You will NOT know for sure what domain is issued until the end of the vetting process which generally takes around 30 days.*

## 7. Purpose of your domain

This section asks what you are planning to use the domain for. In most cases, this can be a very short and simple response such as:

“Upgrade the existing Township Website to a .gov domain”

or

“Create a new Website for the Township.”

## 8. Your contact information

This section asks for contact information for yourself (the person filling out this form).

Whereas the authorizing official (Step 4) is supposed to be the “highest elected official” this section is asking for who is filling out the form. If you are the “highest elected official,” this information may be the same.

## 9. Other employees from your organization

One of the many benefits of the .gov domain names is that there is an intentional vetting process to ensure you actually are who you say you are and represent the township you claim to represent before the domain name is issued. This gives the public a higher degree of confidence that they are on the correct website.

Please list at least one other person associated with your township who can help verify that your request is legit. This could be other elected officials, township managers, township superintendents, etc.

*Pro Tip: Please make sure these individuals are aware that you are requesting the .gov domain name. If they aren't and they are contacted for verification, it could delay the issuance of your domain name.*

## 10. Additional details

This section is asking if you are working with an employee of the Cybersecurity and Infrastructure Agency (CISA) on this request. Since you are following this guide, it is likely that you are doing it on your own and can select “No”.

This section also asks if there is anything else they should know about the domain request. In general, you can answer “No”.

## 11. Requirements for operating a .gov domain

In this section, you are basically agreeing to the terms of use for a .gov domain name.

***Please read them carefully.***

- No commercial use.
- No political campaigns.
- No illegal content.
- No malicious cyber activity.

You are also agreeing to keep all contact information associated with the registration updated and that you will renew the domain name on an annual basis.

*Pro Tip: There is no cost for the registration or renewal, at renewal time you just have to login and verify all information is still correct.*

## 12. Review and submit your domain request

On this page you can review all the information that you filled out in the previous steps. If everything looks correct, you can press the green “Submit your domain request” button. If something looks off, you can click the “Edit” button in that section to go back and edit your response. Note, you will NOT lose your work if you go back and edit. You can always use the left-hand navigation to go forward or back in the process.

## Consider Adding Your IT and Website Vendors as Domain Managers

Adding your tech support as domain managers saves you time when timely updates are needed to your domain’s DNS.

1. Log into get.gov at <https://manage.get.gov/>
2. Click the “**Manage**” link for your domain (on the right side)
3. Click “**Domain managers**” (on the left side menu)
4. Under the existing manager, click “**Add a domain manager**”
5. Enter : **paul@accunet.us**
6. Click “**Add domain manager**”