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Acquisition Of The Right To Use Domain Name. General Rules

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In order to acquire the right to use a domain name the name must be entered into the DNS Registry. In Latvia, this is done by the Network Solutions Department, Institute of Mathematics and Computer Science, under an agreement with the Internet Corporation for Assigned Names and Numbers (ICANN). This Department also maintains the registry of Latvia's domain names (.lv) and its links with global DNS servers.

The domain name is registered and the right to use it for a certain period of time is acquired after the domain name is applied for, the application is considered, and the right to use the domain name is paid for.

A name that is not engaged at the time of application alone can be registered.

In order to receive more information about domain name registration in the ".lv" zone of the Top Level Domain Registry please read the answers to the more frequent questions [FAQ](#).

The following steps must be taken to acquire the right to use a domain name:

- Step 1. Choice of domain name
- Step 2. Choice of domain registration level
- Step 3. Clarification of domain name usage
- Step 4. Application for the chosen domain name
- Step 5. Payment for the right to use a domain name
- Step 6. Extension of the right to use a domain name

## Step 1. Choice of domain name

In form:

- (a) the domain name shall be expressed in Latin characters (case insensitive), numbers and dash (“-“). The dash cannot be used at the beginning and end of the name;
- (b) the domain name length shall be a minimum of 2 and maximum of 64 characters.

In content:

The domain name cannot be:

- (a) the registered trade mark of another institution, the name of another institution or its standard abbreviation. The registry reserves the right to postpone the registration of such a domain name or to demand contributing evidence of the applicant’s right to the domain name.
- (b) the name of a geographical locality or object. The names of towns, villages or parishes can be used only by their self-government bodies.
- (c) a person’s name;
- (d) a well-known name whose use can offend the interests of third parties;
- (e) an indecent or insulting word or phrase.

The choice of domain name is further explained in Domain name dispute resolution policy.

## Step 2. Choice of domain registration level

The domain name can be registered:

- (a) in the top-level domain zone of “.lv”, e.g., “my-organization.lv”. This variant is recommended for the registration of new domains;
- (b) in the second-level domain zone of “.lv”, e.g., "my-organization.edu.lv". Further information about the subdomains and registration in them is available in the network.

## Step 3. Clarification of domain name usage

The right to use can be registered exclusively for a domain name whose right to use is not granted yet to another legal entity or natural person. In order to make sure that a domain name is available you should search the NIC domain name database <http://www.nic.lv/DNS/list.php>.

An available domain name will not be registered if it fails to meet the advanced requirements.

The technical possibilities of domain name usage are expounded in Technical requirements.

#### **Step 4. Application for the chosen domain name**

If the chosen domain name is not registered yet, apply for the right to its use by filling in and submitting the online Domain Name Registration template. The template of application for registration should contain information about the ultimate user of the domain name and not its Internet Service Provider. In applying for the domain name a natural person should take into account that by filling in the application template it has agreed to publish its name, surname, e-mail address, telephone number in the NIC database.

The Registry checks whether the information given in the Applicant's template is complete and correct and whether the domain name meets the requirements. If the conclusion is positive, the Registry reserves the domain name and e-mails confirmation to the domain name applicant within 3 business days.

#### **Step 5. Payment for the right to use the domain name**

Until further notice, educational (governmental only), research, and governmental organisations of Latvia can register one domain name per organisation free of any charges.

The application for the registration of the right to use a domain name and the confirmation of the domain name reservation e-mailed to the Applicant are considered as conclusion of an agreement with the Registry and serve as basis of payment for the domain name registration and maintenance. Registry will send invoices to Billing contact specified for the domain name by ordinary mail from Riga, Latvia. Invoice will contain information about domain name it relates to and the due date. Filling in application form, please indicate time period you wish to make the payment for. By default it is set to one year.

In the bank transfer the domain name for which the payment is made has to be specified. The Registry registers the domain name and grants the Applicant the right to use the domain name for the period of time indicated in the application and paid for.

Payment should be made within 2 weeks. The Registry cancels the domain name application if the payment is not made in time.

The Registration Fee is equivalent to EUR 10.50 for a year.

The domain name registration is effected within 3 business days after the DNS Registry receives the payment. Together with registration, the Applicant acquires the right to use a new domain name for the time period paid as of the registration date. The Fee is not reimbursable.

#### **Step 6. Extension of the right to use the domain name**

One month prior to expiration, the Registry mails a bill for the extension of the right to use. The bill must be paid within 4 weeks as of the mailing date. The extension of the right to use the domain name costs EUR 10.50 a year. After payment, the right to use is extended for another year.

If the payment is not made in time, the Registry e-mails a letter of reminder. If payment is not received within 7 days as of the reminder date, the Registry deletes the domain name from the database. The domain name is freely available for registration anew 30 days afterward. During this period the former domain name user can still renew the right to use by effecting the appropriate payments.

Timely payment is the responsibility of the domain name user. Failure to receive the bill cannot be regarded as a valid reason for not making payments in time. The effected payments are not reimbursable.

All fees are to be paid in EUR or in Latvian Lats. Payment has to be made by bank transfer to the address and account specified on the invoice. Payments can be made by VISA and EC/MC credit cards. Alternatively payments can be made in cash person ally at the following address:

NIC, DNS Registry,  
Institute of Mathematics and Computer Science,  
Raina bulv. 29, Riga, LV-1459, LATVIA  
tel.+ 371-67085858, fax.+371-67225072  
e-pasts: [dns@nic.lv](mailto:dns@nic.lv)

The Registry makes changes in the domain name registration data (e.g., mail server address or name of the technical contact person) on request e-mailed from the address of the administrative or technical contact person indicated in the template of the corresponding domain registration application. The information of contact persons can be checked in the NIC database.

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