

CIRA Certified Registrar Application Process

Introduction

This document outlines for interested applicants, certain key steps required to become a CIRA Certified Registrar. This is provided for information purposes, but is not exhaustive. Only CIRA Certified Registrars may apply to CIRA for the registration of Domain Names and provide Transaction Requests in the .ca Registry. These terms are defined in CIRA's *Registrant Agreement* and *Registrar Agreement*, which are available on CIRA's website at www.cira.ca/assets/Documents/Legal/Registrants/registratoragreement.pdf and www.cira.ca/assets/Documents/Legal/Registrants/registratoragreement.pdf.

To become a CIRA Certified Registrar, a person must, at a minimum: meet the qualifications described below; follow the application process described below; and be accepted by CIRA as a CIRA Certified Registrar, which acceptance is at CIRA's sole discretion.

What CIRA is Looking for in Registrars

CIRA considers many factors in determining whether an applicant may be accepted as a CIRA Certified Registrar. Such acceptance is at CIRA's sole discretion. CIRA's determination is influenced by its mission to foster the development of .CA as a key public resource for all Canadians by providing stable, secure and trusted domain name services.

While there are a number of matters that are taken into consideration, there are certain key requirements that CIRA must be fully confident of including the following:

- 1) The applicant meets the *Canadian Presence Requirements for Registrars* (located at www.cira.ca/assets/Documents/Legal/Registrants/CPRregistrar.pdf) at the time the applicant is accepted by CIRA as a CIRA Certified Registrar, and must maintain such status at all times;
- 2) the applicant can demonstrate knowledge of the Domain Name System and CIRA's Registrar Policies, Rules and Procedures and Registration operations sufficient in CIRA's view to provide good service to Registrants and potential Registrants;
- 3) the applicant has the capability to electronically interact with Registrants, CIRA and CIRA's systems in accordance with the Registry PRP;
- 4) in particular, the applicant has the capabilities and systems to:
 - (a) promptly and effectively address inquiries and respond to requests from its Registrants and potential Registrants;
 - (b) promptly and effectively handle projected volumes of Domain Name Registrations;

- (c) receive information from its Registrants and potential Registrants on a secure basis;
 - (d) authenticate information provided by its Registrants and potential Registrants;
 - (e) authenticate and process requests for modifications to Domain Name Registrations, including renewals and transfers of Domain Name Registrations, changes of Registrar, changes of Registrant, updates to Registrant information and other requests; and
 - (f) maintain backups of registration information.
- 5) neither the applicant nor any partner, director, officer or controlling shareholder of the applicant, has been convicted of an offence under the *Criminal Code* (Canada).

Application Process

Interested applicants must first complete and submit to CIRA the Registrar Certification Expression of Interest (EOI) form. CIRA will advise applicants by return email once the completed EOI form has been received by CIRA.

Following receipt of the completed EOI form, CIRA will forward an application package to the Applicant by courier, which will contain additional information and application forms to be completed.

The applicant must truthfully and accurately complete the forms and return them to CIRA, and include the applicable fee payments. If the applicant does not return the completed forms and fees to CIRA within 90 days, their application will be deemed to have been withdrawn.

Upon receipt of the package, CIRA will review it for completeness. CIRA has the right to verify the accuracy and completeness of the information provided by the applicant in its Application for Certification. CIRA also has the right to satisfy itself that the applicant can function as a Registrar in accordance with the terms and conditions of the Registrar Agreement and the Registrar Policies, Rules and Procedures. CIRA may attempt to verify such information by contacting the applicant's references, holding one or more interviews with the applicant, requesting a face to face meeting with a senior representative of the applicant at CIRA's offices, or elsewhere as reasonably determined by CIRA, or by other reasonable means.

CIRA may also require one or more guarantees of the obligations of the Registrar. If CIRA determines such guarantee(s) are required, such applications will not proceed without them unless and until they are provided to CIRA's satisfaction, within the specified time frames.

In addition to the above requirements, applicants must also successfully pass a Registrar accreditation test, which consists of an online policy exam, and a technical accreditation test.

Applicants who are subsequently accepted by CIRA must execute CIRA's then-current Registrar Agreement.

The applicant may withdraw and abandon its application at any time before certification by giving notice to CIRA by email.

If the applicant withdraws or abandons the application, CIRA will refund the Certification Fee and the Initial Deposit. The Application Fee is not refundable.

Until the applicant receives notice from CIRA that it has been certified as a Registrar, the applicant shall not:

- (a) act or hold itself out as a Registrar of the Registry;
- (b) provide or offer to provide or state or imply that it is authorized to provide any registrar services within the Registry; or
- (c) identify itself as a “**CIRA Certified Registrar**” or “**Registraire Agréé par l'ACEI**” or by any term suggesting a similar reference, or use, directly or indirectly, in any manner whatsoever CIRA's name or any other trade-mark or trade names or any other identifying indicium owned or used by CIRA or any other intellectual property owned by or licensed to CIRA, whether or not registered, or any confusingly similar marks or names.