Domain Name Password Policy

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Document Information

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Purpose

This Policy describes the allocation, use, and retrieval of Domain Name Passwords.

1. **Purpose of the Domain Name Password**

    The Domain Name Password may be used:

    1.1.   by a Registrar to authenticate their communications with the Registrant; or

    1.2.   by a Registrant to initiate a Transfer of Registrar. Qatar Domains Registry Policy states that the Gaining Registrar must obtain the Domain Name Password from the Registrant before it can send a Transfer Request to the Domain Name Registry System.

    1.3.   The Sponsoring Registrar does not require the Domain Name Password to perform operations with respect to the Domain Name except as expressly set out in this and any other relevant Policy. It is therefore a requirement on Registrars that security and technical procedures are in place to ensure that unauthorised changes are not made to Domain Names for which they are the Sponsoring Registrar.

2. **Domain Name Password Allocation**

    2.1.   The Registrant must have the ability to choose their own Domain Name Password at the time of Registration, or to change it at a later date.

    2.2.   Should the Registrant not choose a Domain Name Password then for each Domain Name Registered, the Registrar must allocate a Domain Name Password to the Registrant of the Domain Name.

    2.3.   Where the Registrar allocates the Domain Name Password then the Registrar must provide the Domain Name Password directly to the Registrant.

    2.4.   The Registrar must not provide the Domain Name Password via a third party, such as a Reseller.

    2.5.   When issuing a Domain Name Password to the Registrant, the Registrar must notify the Registrant of:

    a)   the importance of keeping the Domain Name Password secure; and

    b)   the obligation of the Registrant to keep contact details up to date, as required by Qatar Domains Registry Policies.

3. **Format of the Domain Name Password**

    3.1.   For security reasons, the Domain Name Password must:

    a)   contain between 6 and 32 characters;

    b)   contain at least one letter (a-z) and one digit (0-9); and

    c)   not be a word found in a dictionary.

4. Changing Domain Name Passwords

4.1. The Registrar must not change a Domain Name Password without the express written consent of the Registrant, except where permission has been granted by the Qatar Domains Registry.

4.2. The Qatar Domains Registry may grant permission to change a Domain Name Password without the Registrant's express written consent include:

    a) where there has been a security breach (or suspected breach) of the Registrar's Systems; and/or

    b) where the Registrar has terminated an agreement with the relevant Reseller, because the Reseller has breached an Qatar Domains Registry Policy.

4.3. Where the Registrar has changed the Domain Name Password pursuant to the above conditions, the Registrar must notify the Registrant of the new Domain Name Password and the reason why the Domain Name Password was changed.

5. Domain Name Password Retrieval

5.1. The Registrar must provide the Registrant with a copy of their Domain Name Password within two (2) Business Days of a request by the Registrant to do so.

5.2. The Registrar must ensure that the Domain Name Password is provided directly to the Registrant. Where the Registrant has maintained accurate contact information in the Domain Name Registry System, the Registrar must provide the Domain Name Password to the Registrant Contact listed in the Domain Name Registry System.

5.3. Should the Registrant not have maintained accurate contact information in the Domain Name Registry System, the Registrar must authenticate the request for the Domain Name Password by obtaining Written Authorisation from the Registrant.

5.4. If the Registrant is required to provide Written Authorisation, the Registrar must use reasonable endeavours to provide the Domain Name Password within seven (7) Business Days.

5.5. Where the Registrant has provided Written Authorisation, the Registrar must keep full records of the Domain Name Password retrieval by the Registrant for inspection by the Qatar Domains Registry on demand, including copies of the Written Authorisation.

5.6. The Registrar may provide the Domain Name Password to a third party, if the Registrant has given explicit Written Authorisation to the Registrar to do so.

5.7. Registrars may use an automated retrieval tool for providing Domain Name Passwords to Registrants, but they must ensure that the Domain Name Password is provided directly to the Registrant.

6. Domain Name Password Recovery Tool

6.1. The Qatar Domains Registry provides a publically accessible Domain Name Password Recovery Tool.

6.2. The Domain Name Password Recovery Tool will automatically send an email containing the Domain Name Password to the Registrant Contact listed in the Qatar Domains Registry's Domain Name Registry System.

7. Policy Definition and Review

This Policy document has been prepared and published in order to represent the Qatar Domains Registry's Policy with regard to the administrative and technical management of the Qatar Domains Registry and the Qatar Domains Registry's Domain Name Registry System.

The Qatar Domains Registry may, at its sole discretion, review and/or amend this Policy at any time. Any amendment will be posted on the official website of the Qatar Domains Registry.