



# Procedure for checking contact information and identity

Of an existing registrant  
resident outside Denmark  
Version 1.1

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06/09/2021

## 1. About checking contact information and identity

- 1.1 DK Hostmaster is obliged to secure correct contact information of those who have registered a .dk domain name. This is necessary for DK Hostmaster to comply with Section 18 of the Danish Domain Names Act, which stipulates that registrants' contact information in DK Hostmaster's database must be accurate and up-to-date.
- 1.2 This procedure describes how DK Hostmaster checks the contact information, such as name, address and email address, and the identity of registrants resident outside Denmark who have already registered a .dk domain name.
- 1.3 DK Hostmaster checks that the information specified in section 1.2 are accurate. Checks are also performed to ensure compliance between the registered contact information and the registrant's identity.

## 2. Risk-based checks, etc.

- 2.1 DK Hostmaster may base checks of contact information and identity on a risk-based assessment of the information supplied when the domain name was registered.

This includes an assessment of whether the contact information may be incorrect if the registrant does not respond to correspondence from DK Hostmaster. It may also include an assessment of whether the application for a domain name may have certain links to internet crime, since this is a significant indication that the contact information supplied are fake.
- 2.2 Based on the risk assessment, DK Hostmaster may ask the registrant to provide documentation of accuracy of contact information and correct identity.
- 2.3 DK Hostmaster will suspend all domain names registered by the registrant if documentation that can be approved by DK Hostmaster is not received within the time limit set, which means that the registrant will lose the right to use the domain names. After 30 days, DK Hostmaster releases the domain names so that others can register them.
- 2.4 The new registrant has one chance to submit documentation within the given time limit. Based on this, DK Hostmaster will decide to either approve or reject the application
- 2.5 The registrant must provide picture ID and legitimate, authoritatively issued documentation of contact information. Documentation must be in Danish or English. DK Hostmaster provides detailed instructions in the notification accompanying the request for documentation.

This procedure is established pursuant to Section 14 (1) of the Danish Domain Names Act. DK Hostmaster is obliged to comply with good domain name practice when establishing the procedure, cf. Section 14 (3) of the Domain Names Act.