

# How To Update your Domain Details

1. Open the site <https://registry.gov.in>
2. Click **Sign In** (<https://registry.gov.in/domainauth/login.php>) link
3. Put Your **Login ID** in **Login box** and **password** in **Password box** followed by **Click on OK** Button as shown in figure-1 below.

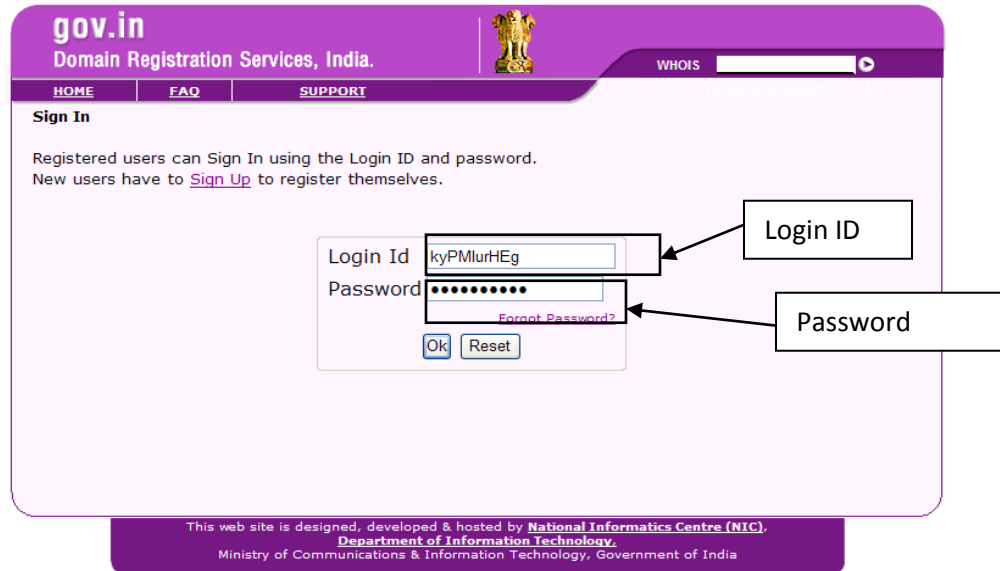


Figure: - 1- Enter your Login ID and Password

(Note: - If the **Login ID** is missing, **Search email account** of the Registrant. **Login ID** was mailed to the email address at the time of domain registration)

4. You will get the interface as shown in figure-2, Click on the link- **Modify Domain Details** as shown in figure -2



Figure:-2- Click on Modify Domain Details

5. Select your domain name as shown in the figure-3 then click on Submit button.

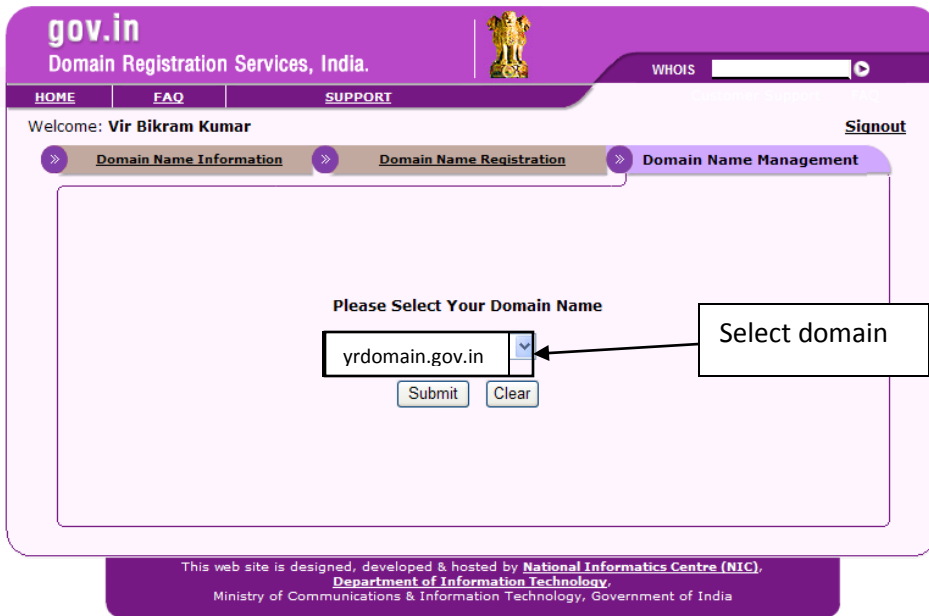


Figure:-3: Select your domain from the combo box.

6. Update the details by
- Details of organization
  - Details of Administrative Contact
  - Details of Technical Contact

By clicking on relevant- Edit Details button (see figure-4 below).

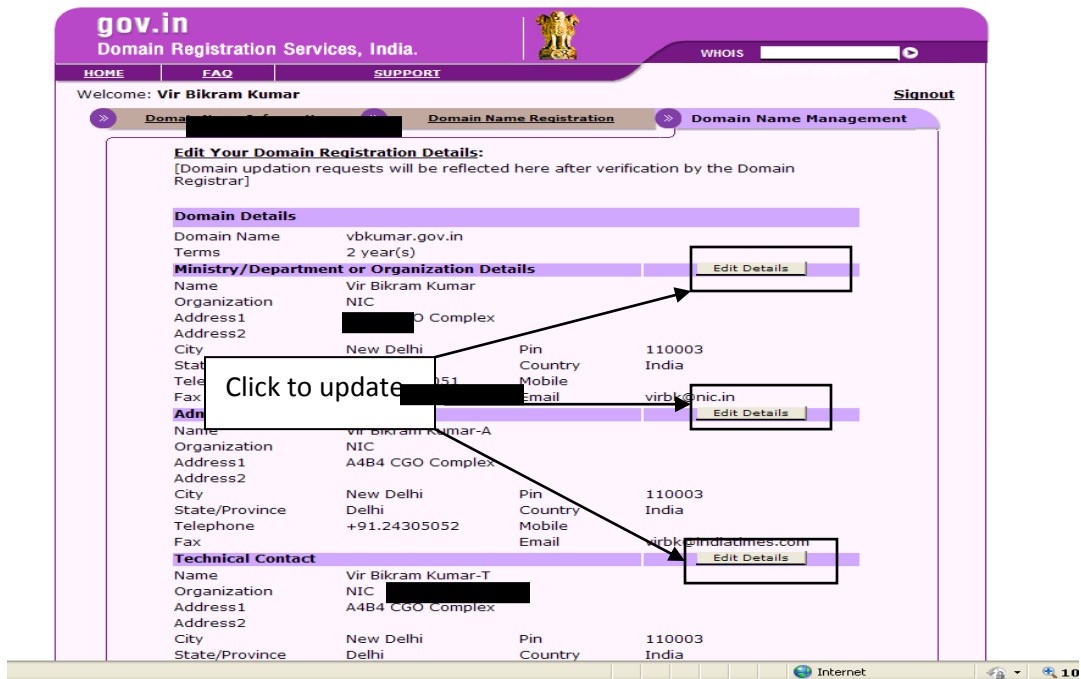


Figure:-4 Click on Edit Details Button to change the details.

7. Edit as shown in Figure-5 and click on Update button.

**Edit Contact Details for Domain: vbkumar.gov.in**

[If the contact is Same as SignUp/Other Contact(s), please change the original contact so that the changes are reflected in all other contacts. Individual contact can also be edited.]

(\* - Fields are mandatory)

**Ministry/Department/Organization Contact** SameAs  SignUp  New

Name\*

Organization\*

Address1\*

Address2

City\*  Pincode\*

State/Province\*  Country\*

Telephone\*  Mobile

(+91.1124368854)

Fax  Email\*

(+91.1124368854)

(\* - Fields are mandatory)

Figure:-5- Edit the details and Click on Update.

Note: - The changes submitted by you will be reflected only after the acceptance by the GOV IN Domain Registrar. You may confirm the change request status from **Who Is** service of site <http://registry.gov.in>.

## How to reset your Login (Registrant ID) Password.

1. To reset your password, click on link **Forgot Password** under **Sign In** module (<https://registry.gov.in/domainauth/forgetpassword.php>) and Enter **Login ID** as **Login ID**, your **Domain Name** and **Email ID** followed by **Verification Code** and submit. Link to reset your password will be sent to your email address by mail.

**gov.in**  
Domain Registration Services, India.

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WHOIS

### Forgot Password

To get the password, you need to enter the Domain name and Login ID. You also need to answer the security question to help us prevent spam. The password will be sent to the email id of Domain Registrant.

Login ID\*

Domain Name\* .gov.in

Email Id\*

Verification Code:

Please enter the Verification Code shown on the image



(\* - Fields are mandatory)

This web site is designed, developed & hosted by **National Informatics Centre (NIC)**,  
**Department of Information Technology**,  
Ministry of Communications & Information Technology, Government of India

Figure: -6- Reset your Login ID Password.

## How to Sign-Up a Registrant for your Domain

In case email address of the Registrant of your domain is not accessible due to transfer/ retirement of the Registrant, please follow the steps given below for re-registration of your new Registrant.

1. Register the Registrant on <https://registry.gov.in> by **SignUp** (link <https://registry.gov.in/domainauth/index.php>). Please give **official email address with extension gov.in or nic.in or res.in** . It will be better if email address of the designation is **provided with**. After completion of the process, you will receive a **Login Id** in your email address (which you will provide while registering your Registrant).
2. Please post the Login Id (Which is also the Registrant Id) along with the other details entered online to us on your organization letter requesting for **Authorization of the Registrant to have Sign-In access of your domain- <yourdomain.gov.in> details**. On receiving a formal request from you, we will authorize the registrant and send a confirmatory mail.
3. After the above step-2, you can **Sign-In** to <https://registry.gov.in> for further us.

**Note: -**

- A. While registering your registrant, please remember your password which would be used along with the Login Id for your Sign-In.
- B. Now it is mandatory to provide official email address with extension 'gov.in' or 'nic.in' or 'res.in' for organization and administrative contacts.

**How to Sign Up a Registrant:** - Click on <https://www.registry.gov.in/domainauth/index.php> (see figure -7)

The screenshot shows the 'gov.in' website interface for domain registration. The header includes the logo, the text 'Domain Registration Services, India.', and navigation links for 'HOME', 'FAQ', and 'SUPPORT'. A 'WHOIS' search bar is also visible. The main content area is titled 'Sign Up: User Registration' and contains the following form fields:

- Name\*
- Organization\*
- Category\* (Dropdown menu showing 'Central')
- Ministry\*
- Address1\*
- Address2
- City\*
- State/Province\*
- Pincode\*
- Country\* (Dropdown menu showing 'India')
- Telephone\* (+91.1124368854) with a country code dropdown set to '+91'
- Fax (+91.1124368854) with a country code dropdown set to '+91'
- Password\* (Min 8, Max 10 Chars)
- Confirm Password\*
- Email\*

Below the form fields is a 'Verification Code' section with a text input field and a CAPTCHA image showing the text 'mpbYSP'. At the bottom of the form are 'Submit' and 'Reset' buttons, and a note: '\* - Fields are mandatory'. The browser's taskbar at the bottom shows 'Local intranet'.

Fig-7– Sign-Up a Registrant

**Tips for filling the above format**

- (a) \* Marked Fields are mandatory
- (b) Email address should be official email address with the extension **gov.in** or **nic.in** or **res.in**

# Renewal Letter Format for Domain Names registered with NIC after year 2005

## Domain Name Management: Renew Domain Name

### Domain Renewal Request Letter Format:

The Domain Renewal Request Letter should be submitted in the following format on the Department Letterhead.

-----  
[Name]

[Designation]

Reference: Request for renewal of Domain [Yourdomain.gov.in] registered with NIC

Dear Domain Registrar,

As [Designation], the head for the [Department Name], I wish to bring to your notice that the Domain [Yourdomain.gov.in] is already registered with NIC with the Login ID [your Login Id] and it is expiring on [Date].

I formally request to renew the authority over the [Yourdomain.gov.in] third-level domain name be delegated to the [Department Name] for next [# Years] (maximum two years).

By requesting this domain name, I acknowledge that we are eligible and meet all the GOV.IN domain requirements. In addition, I shall ensure that the website content of the requested domain name conforms with the .GOV.IN policy and IT Act of India. This domain name is being used only for official purpose.

[Name and designation of Administrative Contact] will be the Administrative Contact for [Yourdomain.gov.in]. If there are any queries, please contact [him/her] at +91.[Telephone No.] or via email at [Email address of Administrative Contact].

Thank you for your kind cooperation.

Sincerely,

[Signature]

[Name].

[Date].

To,

GOV.IN Domain Registrar,  
Room No. 375, 3rd Floor(A4B4),  
National Informatics Centre(NIC),  
Department of Information Technology, MoCIT,  
A-Block, CGO Complex, Lodhi Road,  
New Delhi - 110 003.

Fax: +91-11-24368854

## Renewal Letter Format for Domain Names already registered with NCST before year 2005

### **Domain Renewal Request Letter Format:**

The Domain Renewal Request Letter should be submitted in the following format on the Department Letterhead.

-----  
[Name]

[Designation]

Reference: Request for renewal of Domain [Yourdomain.gov.in] registered with NCST

Dear Domain Registrar,

As [Title], the head for the [Department Name], I wish to bring to your notice that the Domain [Yourdomain.gov.in] is already registered with NCST and it is expiring on [0000-00-00]. The copy of the Internet Domain Name Registration Certificate (provided by NCST) is enclosed herewith for immediate reference.

I formally request to renew the authority over the [Yourdomain.gov.in] third-level domain name be delegated to the [Department Name] for next [# Years] (maximum two years).

By requesting this domain name, I acknowledge that we are eligible and meet all the GOV.IN domain requirements. In addition, I shall ensure that the website content of the requested domain name conforms with the .GOV.IN policy and IT Act of India. This domain name is being used only for official purpose.

[Title, ] will be the Administrative Contact for [Yourdomain.gov.in]. If there are any queries, please contact [him/her] at or via email at .

Thank you for your kind cooperation.

Sincerely,

[Signature]

[Name].

[Date].

To,

GOV.IN Domain Registrar,  
Room No. 375, 3rd Floor(A4B4),  
National Informatics Centre(NIC),  
Department of Information Technology, MoCIT,  
A-Block, CGO Complex, Lodhi Road,  
New Delhi - 110 003.

Fax: +91-11-24368854