

.GOV.NG Domain Management Guide

This guide is based not only on the need to populate the Internet with government's presence but also to coordinate the hosting of government domains especially as regards security of the domain. Since the .gov.ng domain is a national resource for the benefit of the Nigerian Government, the domain will be available for all Governments from the Federal to the Local Government. The submission draws examples from various jurisdictions including the United States of America, India and Australia. The document contains the following:

- Policy and Governance Framework
- Eligibility for .gov.ng domains
- Domain Naming Conventions
- . gov.ng Dispute Resolution Policy

Domain Name Registration Process

Any entity or establishment wishing to register a domain under the .gov.ng ccTLD should take the following steps:

1. Determine if entity or establishment is qualified to receive a domain name under GOV.NG by reviewing the eligibility requirements.
2. Review the domain naming conventions and ensure that the desired domain name complies with the conventions.
3. Check availability for the desired domain name.
4. Register the Domain Name request using Online Registration Service.
5. Submit an Authorization Letter at the earliest but not later than 30 days after completing the online registration. Otherwise, the request will stand cancelled and the domain name shall be released to any other organization that meets the eligibility requirement

6. Once the above stated Registration process is completed, the Domain Manager will process the request accordingly. The Registrar will contact you if any additional information about the registration is required, prior to activation. If the registration is in order, the domain name will be placed on Active Status and the same will be notified via email.

Policy and Governance Framework

1. The gov.ng Domain Name Policies apply to third level domains at the Nigerian Federal Government level (e.g. example.gov.ng) and fourth level domains at the State/Local Government levels (e.g. example.act.gov.ng).
2. Gov.ng policies have been developed to facilitate the registration and administration of domain names used by Federal, State and Local Government jurisdictions.
3. Gov.ng policies will be formally reviewed every 2 years.
4. The National Information Technology Development Agency (NITDA) shall be responsible for the management of the gov.ng domain.
5. NITDA manages the gov.ng policies and administration in consultation with an inter-Governmental Domain Consultative Committee comprising of representatives from all states and local governments.
6. All new policies and major policy changes are endorsed by the Inter – Governmental Domain Consultative Committee.
7. Each state or local government may apply additional domain policies, standards and guidelines in assessing domain applications provided that such policies do not conflict with those endorsed by the Inter-Governmental Consultative Committee.

Eligibility Requirements:

1. Allotment of gov.ng is restricted to the constituents of Federal Government of Nigeria at various levels right from Federal, State and local government levels.

2. Specialized projects of government which are on-going for more than a period of 18 Months from the date which the application for registration is made shall be eligible.
3. Establishments registered under the Companies and Allied Matters Act shall not be eligible for registration under the .gov.ng domain irrespective of the whether it is wholly or partly owned by the Federal, state or local government.
4. In addition to online registration, the request should also be submitted in writing in the form of an Authorization Letter. The letter should be in the specified format on the letter head of the concerned MDA.
5. Authorization Letter should be signed by the permanent Secretary of the Ministry/Executive Secretary/Director-General in the case of Federal Government. While at State level the request should be from the Secretary to the State Government as nominated by the Secretary to the State Government. For registration at Local Government Area, the request should come from the local Government Chairman or his nominee.
6. As regards the present policy, there is no fee for the domain name registrations under gov.ng.
7. The administrative contact address to be filled in the on-line form must be same as the address of the concerned officer/Department of the government. The administration point of contact must be a staff the requesting organization.
8. Intermediaries or ISPs are not allowed to apply on behalf of any government department, for registration under this category.
9. Domain Name should conform to the Domain Naming Conventions.
10. The domain will be activated and allotted on receipt of the Authorization letter and provided all the conditions given above are satisfied.

Domain Naming Conventions:

1. Domains can contain the English-language letters a through z, and the digits 0 through 9.
2. Domain names can also contain hyphens, but hyphens cannot begin or end a domain name and two hyphens together are not permitted.
3. Spaces and special characters (such as !, \$, &, _ and so on) are not permitted.
4. The minimum length is 3, and the maximum length is 63 characters (excluding extension ".gov.ng").
5. Domain names are not case-sensitive.(i.e. you may use a mix of upper or lower case letters).
6. To register any third-level domain within .gov.ng, state government entities must register the full state name or the official abbreviation of the state name similar to that used in vehicle license plate registrations.
7. States are encouraged to make fourth-level domains available for third-level registration by local governments and state government departments and programs.
8. Cities and townships are encouraged to register for a fourth-level domain under a state's third-level domain to the extent such an option is available. When this option is not available, cities and townships may register a third-level domain. To register a third-level .gov domain name, cities and townships must follow comply with the following:
 - a: Cities and townships may ONLY register for a domain name representing their city or township.

- b: The domain name must include the city (town) name and a clear reference to the state in which the city (town) is located.
- c: Abbreviations of the city name are not preferred.
- d: Inclusion of the word "city" or "town" within the domain name is optional and may be used at the discretion of the local government.
- e: Cities and townships may NOT register a local program/initiative, such as a local library, etc.
- f; Cities and townships may denote the state abbreviation after the city or township name, preferably separated by a hyphen.

9. Generic names are not allowed. (e.g. shipping.gov.ng is not allowed).

10. For domains under gov.ng, the domain must be derived from the name of the organization name/entity. (e.g. National Planning Commission can opt for a domain npc.gov.ng but NOT xyz.gov.ng or planning.gov.ng)

11. One and Two letter domain names are not allowed (e.g. ab.gov.ng)

12. The generic second level names (SLDs) of .ng should not be used as third level names. (e.g. mil.gov.ng and org.gov.ng are not allowed as mil and org are generic second level names under .ng)

gov.ng Dispute Resolution Policy

1. No adjudication shall be made within the registration function as to whether the applicant has a legitimate right to a name, beyond compliance with the gov.ng policies.
2. The Registrant (applicant), in lodging the request for a name, informs the Domain Provider that they are asserting a claimed right to a name.
3. In the case of conflicting name requests between an applicant and an existing gov.ng domain name registration, in the first instance the parties concerned (applicant and existing Registrant) should attempt to resolve the matter, and report to the NITDA if the resolution includes a change of registration details.
4. Should a dispute not be able to be resolved between the parties, this should be reported to NITDA for further consultation and mediation.

Escalation procedures: disputes within a State

5. Should a dispute within a State not be able to be resolved by the relevant agencies of the State e.g. The Secretary to the State Government, it should be escalated through governance mechanisms within that State, or referred to the Office of the Governor of that State.

Escalation procedures: disputes across multiple States

6. Should a dispute across multiple States not be able to be resolved between relevant points of contact, it should be referred to the Secretary of the Government of both states. If a dispute in the above circumstances cannot be resolved, it may be escalated to the Domain Consultative Committee.

Escalation procedures: disputes involving parties outside of the gov.au domain

7. Disputes that extend outside of the gov.au domain should refer to the NIRA Dispute Resolution Process.