



DNS Hosting Service Update Form

Agency Information

Complete Name of Agency	
Complete Address of Agency	
Agency Domain <i>(If subdomain kindly indicate subdomain name)</i>	
Region	Fax Number
Telephone / Mobile Number	

New Entry

Hostname / Sub-Domain	TTL	Record Type	Priority	Value /Answer / Destination

Example:

Hostname	TTL	Record Type	Priority	Value /Answer / Destination
i.gov.ph	86400	A	N/A	192.168.0.1
www	86400	CNAME	N/A	i.gov.ph
i.gov.ph	14400	MX	10	ce-mail.i.gov.ph
gwhs.i.gov.ph	14400	A	N/A	192.168.0.1

Instruction: (New entry of sub-domain must be signed by the agency administrator of the primary domain)

Primary Domain

Agency Name

Name and Signature
Primary Domain Administrator

Date

Update Entry

Hostname / Sub-Domain	Record Type	Old Entry	New Entry

Example:

Hostname	Record Type	Old Entry	New Entry
i.gov.ph	A	192.168.0.2	192.168.0.9
i.gov.ph	MX	Ce-mail1.i.gov.ph	ce-mail2.i.gov.ph

Delete Entry

Hostname / Sub-Domain	Record Type

Example:

Hostname	Record Type
i.gov.ph	A
i.gov.ph	MX

I hereby certify that the information provided are true and correct.

 Name and Signature
 Head of the Organization

 Date

NOTE: Submit this application form together with your Letter of Intent (LOI) to helpdesk@i.gov.ph. Both documents should be in PDF format. Please wait for an email notification from DICT Help Desk regarding your application. The notice will be emailed to the main technical contact person you indicated in this form.