

**NATIONAL INFORMATION
TECHNOLOGY DEVELOPMENT AGENCY
(NITDA)**



.GOV.NG

&

.MIL.NG

DOMAIN MANAGEMENT POLICY

**(A Guide to the Administration of Government
and Military Domain Names in Nigeria)**

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.gov.ng

1.0 INTRODUCTION TO .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 the security of the domain. Since the .gov.ng sub-domain is a national resource for the use of the Government and the benefit of the Nigerian people, the domain will be available for all tiers of 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:

- i. Policy and Governance Framework*
- ii. Eligibility for .gov.ng domains*
- iii. Domain Naming Conventions*
- iv. gov.ng Dispute Resolution Policy*

1.1 DOMAIN NAME REGISTRATION

The registration of .gov.ng domain name is free and will always be free. NITDA will continue to support NIRA to make the registration of government domains free.

Reasonable fees may be charged by NiRA Accredited registrars to cater for associated services that go with the registration of .gov.ng domain names.

1.2 ADMINISTRATIVE CONTACT

The administrative contact must reside within the organization who is requesting for the domain.

1.3 TECHNICAL CONTACT

The Technical Contact may be a staff of the MDA or a contractor/consultant to the MDA. MDAs are advised to have a mailing list that contains more

than one technical contact to prevent a lacuna when staff depart from the organisation without a proper hand-over process.

Where an organization migrates/ migrated from a non-.gov.ng domain to a .gov.ng domain, the organization shall keep such non .gov.ng domain in perpetuity but discontinue its promotion, advertisement and use in communication. This is to prevent that name being used by anyone or another entity to mislead the public or for fraudulent activities.

Similarly, where an establishment changes its domain name from a .gov.ng domain to another .gov.ng domain, the old domain name shall be kept in perpetuity but they must discontinue its promotion, advertisement and use in communication.

1.4 GEO NAMES

The use of Geo Names must be in accordance with the NIRA Domain Name Policy.

1.5 SERVICE LEVEL AGREEMENT

NITDA strongly recommends that MDAs on .gov.ng should sign a Service Level Agreements (SLA) with their service providers. An SLA is a standardized Memorandum of Understanding (MOU) established between the Service Provider and the Client. Such SLA must clearly indicate the following:

1. Deliverables
2. Standards of Service.
3. Delivery Time Scales.
4. Responsibilities of each party.
5. Monitoring and reporting of the service.
6. Legal and regulatory compliance.

7. Payment terms.
8. Dispute resolution.
9. Confidentiality and non-disclosure provisions;
10. Provision for Termination of the agreement; and
11. Any other relevant information.

2.0 DOMAIN NAME REGISTRATION PROCESS

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

1. Determine if the entity or establishment is qualified to register 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 of the desired domain name.
4. Register the Domain Name request using the Online Registration Service or through an accredited Registrar.
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.
6. Once the above stated Registration process is completed, the Domain Manager will process the request accordingly. The Registrar will contact the Registrant 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 Registrant and registrar will be notified via email.

2.1 ACTIVE AND NON-ACTIVE DOMAINS

NITDA strongly recommends that all MDAs should keep their domains active and ensure accurate and current up-to-date information about the domain name. MDAs must take note of the NiRA Domain Name Life Cycle Policy. NITDA is developing an SLA that will address non-active government domain names. Where the registrant decides to reactivate a dormant domain, the registrant should pay to the subsisting registrar the minimum fee applicable to that domain.

2.2 USE OF SUB-DOMAINS AND 4TH LEVEL DOMAINS

In line with the NITDA's plan of eliminating discrepancies and irregularities in the gov.ng domain name authorization and registration process, as well as the effective management of the use of subdomains within the 3rd level of the gov.ng, NITDA recommends that MDAs should explore the use of 4th level domains and subdomains rather than multiple 3rd level domain names.

For instance, it is appropriate to only register bayelsa.gov.ng and then create housing.bayelsa.gov.ng, commerce.bayelsa.gov.ng, tech.bayelsa.gov.ng instead of registering bayelsahousing.gov.ng, bayelsacommerce.com.ng and bayelsatech.gov.ng.

2.3 AUTOMATION OF THE DOMAIN REGISTRATION AND MANAGEMENT PROCESS

NITDA will continue to ensure that the domain registration and management process is continually improved upon.

2.3.1 POLICY AND GOVERNANCE FRAMEWORK

- i. The gov.ng Domain Name Policy and guidelines 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).
- ii. Gov.ng policy and guidelines have been developed to facilitate the registration and administration of domain names used

by Federal, State and Local Government jurisdictions.

- iii. Gov.ng policy and guidelines will be formally reviewed every 2 years.
- iv. The National Information Technology Development Agency (NITDA) shall be responsible for the management of the gov.ng second level domain.
- v. NITDA manages the gov.ng policies and its administration in consultation with an inter-Governmental Domain Consultative Committee comprising of representatives from all states and local governments.
- vi. All new .gov.ng policies and major policy changes are to be endorsed by the Inter –Governmental Domain Consultative Committee.
- vii. Each state or local government may apply additional policies, standards and

guidelines with respect to their .gov.ng domain names provided that such policies do not conflict with those endorsed by the Inter-Governmental Consultative Committee and the NiRA policy documents and guidelines.

2.3.2 ELIGIBILITY REQUIREMENTS:

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

- iii. Establishments registered under the Companies and Allied Matters Act shall not be eligible for registration under the .gov.ng domain irrespective of whether it is wholly or partly owned by the Federal, state or local government.
- iv. In addition to online registration, the request should also be submitted in writing in the form of an Authorization Letter to the Head of NiRA Secretariat or DG/CEO NITDA. The letter should be in the specified format on the letter head of the concerned MDA.
- v. 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.

- vi. With regards to the present policy, there is no fee for the registration of .gov.ng domain name though there could be other administrative fees charged by the domain name registrar/reseller.
- vii. 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 of the requesting organization.
- viii. Intermediaries or ISPs are not allowed to apply for domain name registration

under this category on behalf of any government department..

- ix. .GOV.NG Domain Names should conform to the NiRA Domain Naming Conventions.
- x. The domain will be activated and allotted on receipt of the Authorization letter and provided all the conditions given above are satisfied.

2.3.3 OTHER REQUIREMENTS

Other requirements are as contained in Section 13 of the specific rules for the .gov.ng SLD of NiRA Domain Name Policy.

- i. They form part of and, in the case of conflict, take precedence over the Policy.

- ii. The .gov.ng SLD is closed and limited only to Governments at all levels, including Ministries, Department and Parastatals at all levels.
- iii. Rules and Registrations on the .gov.ng SLD would apply to domains on the 3LD and the 4LD.
- iv. Registration at the 3LD is ONLY permitted for the Federal Government, State Government, Federal Ministries, Departments, Parastatals and Institutions For example justice.gov.ng, npc.gov.ng, ogunstate.gov.ng, nigeria.gov.ng, etc. For registrations on the 4LD this is available for State Ministries, Departments, Parastatals, Institutions and Local governments.

- v. The 3LD state names to be used for registrations at the 4LD would be the state names as derived from the constitution of the Federal Republic of Nigeria.
- vi. Registrants in the .gov.ng SLD are required to be full government agencies and also have the approval of each tier of government.
- vii. For Local government registration, applicants are expected to attach a valid authorization from the local government, and present same during registration

2.3.4 DOMAIN NAMING CONVENTIONS:

The registrants are to note that domain naming conventions are in compliance with the NiRA Domain Names Policy.

- i. Domains can contain the English-language letters a through z, and the digits 0 through 9.
- ii. Domain names can also contain hyphens, but hyphens cannot begin or end a domain name and two hyphens together are not permitted.
- iii. Spaces and special characters (such as !, \$, &, _ and so on) are not permitted.
- iv. The minimum length is 3, and the maximum length is 63 characters (excluding extension ".gov.ng").
- v. Domain names are not case-sensitive.(i.e. you may use a mix of upper or lower case letters).
- vi. To register any third-level domain within .gov.ng, state government entities must register in conformity with the NiRA Domain Names Policy.

vii. States are encouraged to make fourth-level domains available for third-level registration by local governments and state government departments and programs.

viii. 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 acceptable
 - 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.
- ix. Generic names are not allowed. (e.g. shipping.gov.ng is not allowed).
 - x. 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) .

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

3.0 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.

3.1 ESCALATION PROCEDURES: DISPUTES WITHIN A STATE

1. 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.

3.2 ESCALATION PROCEDURES: DISPUTES ACROSS MULTIPLE STATES

1. 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.

3.3 ESCALATION PROCEDURES: DISPUTES INVOLVING PARTIES OUTSIDE OF THE GOV.NG DOMAIN

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

4.0 HOSTING OF GOVERNMENT WEBSITES

Open Model Approach is recommended wherein NITDA accredits Certified Local Hosting Companies (CLHC) to provide Certified Local Hosting Services (CLHS). NITDA will provide the required guidelines for local hosting of data.

In addition, an accreditation framework is being put in place that will allow certified local hosting

companies to be able to also register domains. The policy will also ensure that only accredited service providers will be allowed to provide such services.

Registrants are to note that the Nigeria Internet Registration Association (NiRA) has the sole mandate to accredit and de-accredit NiRA Accredited Registrars for the registration of .ng domain names. The NiRA Registrar Agreement contains the details as per the agreement between NiRA and its Accredited Registrars.

NiRA is aware of the services rendered by resellers to the NiRA Accredited Registrars.

The NiRA Registrant Agreement should also be make available to the MDAs.

.mil.ng

5.0 INTRODUCTION TO .MIL.NG DOMAIN MANAGEMENT GUIDE

This guide is based not only on the need to populate the Internet with military domains and websites but also to coordinate the hosting of Nigerian Military domains especially as regards security of the domains. Since the .mil.ng domain like the .gov.ng 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:

- v. *Policy and Governance Framework*
- vi. *Eligibility for .mil,ng domains*
- vii. *Domain Naming Conventions*
- viii. *.mil.ng Dispute Resolution Policy*

5.1 DOMAIN NAME REGISTRATION

The registration of .mil.ng domain name is free and will always be free. NITDA will continue to support NIRA to make the registration of military domains names free. However, reasonable fees may be charged by NiRA Accredited registrars for associated services with the registration of the .mil.ng domain names.

The specific rules for the .mil.ng SLD is aimed at ensuring that Domain Names registered under the .mil.ng SLD are intended to be used ONLY for military purposes and as approved by the Nigerian military High command.

5.2 ADMINISTRATIVE CONTACT

The administrative contact must reside within the military organization who is making the request for the domain.

5.3 TECHNICAL CONTACT

The Technical Contact may be a staff of the military establishment or a contractor/consultant to the establishment. Military Establishments are advised to have a mailing list of more than one technical contact to prevent a lacuna when staff depart from such establishments.

Where a military establishment migrates from a non .mil.ng domain to a .mil.ng domain, the establishment shall keep such non .mil.ng in perpetuity but discontinue its advertisement and use in communication. This is to prevent an abuse of the use of the previous name by fraudsters.

Similarly, where an establishment changes its domain name from a .mil.ng domain to another .mil.ng domain, the old domain name shall be kept in perpetuity but discontinue its advertisement and use in communication.

5.4 GEO NAMES

The use of Geo Names must be in accordance with NIRA Domain Name Policy.

5.5 SERVICE LEVEL AGREEMENT

NITDA strongly recommends that military establishments on .mil.ng should sign a Service Level Agreements (SLA) with their service providers. An SLA is a standardized Memorandum of Understanding (MOU) established between the Service Provider and the Client. Such SLA must clearly indicate the following:

- i. Project deliverables
- ii. Standards of Service.
- iii. Delivery Time Scales.
- iv. Responsibilities of each party.
- v. Monitoring and reporting of the service.
- vi. Legal and regulatory compliance.

- vii. Payment terms.
- viii. Dispute resolution.
- ix. Confidentiality and non-disclosure provisions;
- x. Provisions for Termination of the agreement; and
- xi. Any other relevant information.

6.0 DOMAIN NAME REGISTRATION PROCESS

Any entity or military establishment wishing to register a domain name under the .mil.ng SLD of the .ng ccTLD should take the following steps:

- i. Determine if the entity or establishment is qualified to register a domain name under the mil.ng SLD by reviewing the eligibility requirements.

- ii. Review the domain naming conventions and ensure that the desired domain name complies with the conventions.
- iii. Check the availability for the desired domain name.
- iv. Register the Domain Name by Submitting an Authorization Letter at the earliest but not later than 30 days of writing the letter. Otherwise, the request will stand cancelled and the domain name shall be released.
- v. Once the above stated Registration process is completed, the Domain Manager will process the request accordingly. The Registrar will contact the Registrant 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 Registrar and Registrant will be notified via email.

6.1 ACTIVE AND NON-ACTIVE DOMAINS

NITDA strongly recommends that all military establishments keep their domain names active and ensure accurate and current up-to-date information of the domain name. MDAs must note the NiRA Domain Name Life Cycle Policy. NITDA is developing an SLA that will address non-active military domain names. Where the registrant decides to reactivate a dormant domain, the registrant should pay to the registrar the minimum fee applicable to that domain.

6.2 USE OF SUB-DOMAINS AND 4TH LEVEL DOMAINS

In line with the NITDA's plan of eliminating discrepancies and irregularities in the mil.ng SLD domain name authorization and registration process, as well as the effective management of the use of subdomains within the 3rd level of the mil.ng SLD, NITDA recommends that military establishments should explore the use of 4th level domains and subdomains rather than multiple 3rd level domain names.

6.3 AUTOMATION OF THE DOMAIN REGISTRATION AND MANAGEMENT PROCESS

NITDA will continue to ensure that the domain registration and management process is continually improved upon.

6.4 POLICY AND GOVERNANCE FRAMEWORK

- i. The mil.ng Domain Name Policy and guidelines apply to third level domains of the Nigerian Military.
- ii. .mil.ng policy and guidelines have been developed to facilitate the registration and administration of domain names used by the Nigerian Military.
- iii. .mil.ng policy and guidelines will be formally reviewed every 2 years.
- iv. The National Information Technology Development Agency (NITDA) shall be responsible for the management of all .mil.ng domains.
- v. NITDA manages the .mil.ng policy and its administration in consultation with an inter-Governmental Domain Consultative

Committee comprising of representatives from the Nigerian Military.

- vi. All new .mil.ng policies and major policy changes are to be endorsed by the Inter – Governmental Domain Consultative Committee.
- vii. The Nigerian Military may apply additional policies, standards and guidelines with respect to their .mil.ng domain names provided that such policies do not conflict with those endorsed by the Inter-Governmental Consultative Committee and NiRA policy documents.

6.5 ELIGIBILITY REQUIREMENTS:

- i. Allotment of .mil.ng is restricted to the Nigerian Military establishments.
- ii. Specialized projects of the Nigerian Military 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.

- iii. Establishments of the Nigerian Military registered under the Companies and Allied Matters Act shall not be eligible for registration under the .mil.ng domain irrespective of whether it is wholly or partly owned by the Nigerian Military.
- iv. The request for .mil.ng domain names should be submitted in writing in the form of an Authorization Letter to the Director General/CEO NITDA or the Head of the NIRA Secretariat. The letter should be in the specified format on the letter head of the concerned Military establishment.

- v. Authorization Letter should be signed by the Head of the Military establishment requesting the domain name.
- vi. With regards the present policy, there is no fee for the registration of .mil.ng domain names though there could be associated fees for the rendition of the registrations under mil.ng SLD.
- vii. 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 military establishment requesting the domain name. The administration point of contact must be a staff the requesting military establishment.
- viii. Intermediaries or ISPs are not allowed to apply for the registration of domain

names under this category on behalf of any military establishment..

- ix. Mil.ng Domain Name should conform to the NiRA Domain Naming Conventions.
- x. The domain will be activated and allotted on receipt of the Authorization letter and provided all the conditions given above are satisfied.

6.6 DOMAIN NAMING CONVENTIONS:

The registration of .mil.ng domain names must be in conformity with the NiRA Domain Names Policy.

- xiii. Domains can contain the English-language letters a through z, and the digits 0 through 9.
- xiv. Domain names can also contain hyphens, but hyphens cannot begin or

end a domain name and two hyphens together are not permitted.

- xv. Spaces and special characters (such as !, \$, &, _ and so on) are not permitted.
- xvi. The minimum length is 3, and the maximum length is 63 characters (excluding extension ".gov.ng").
- xvii. Domain names are not case-sensitive.(i.e. you may use a mix of upper or lower case letters).
- xviii. To register any third-level domain within .mil.ng, military establishments must register the full name or the official abbreviation of the unit/division or similar to that used in the Nigerian Army.
- xix. Generic names are not allowed. (e.g. shipping.mil.ng is not allowed).

- xx. For domains under .mil.ng, the domain must be derived from the name of the establishment/entity. (e.g. Nigerian Army Training and Doctrine Command, Nigerian Army Physical Training etc.) .
- xxi. One and Two letter domain names are not allowed (e.g. ab.mil.ng)
- xxii. The generic second level names (SLDs) of .ng should not be used as third level names. (e.g. mil.gov.ng are not allowed as mil is a generic second level names under .ng)

7.0 MIL.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 mil.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 mil.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.

7.1 ESCALATION PROCEDURES: DISPUTES INVOLVING PARTIES OUTSIDE OF THE MIL.NG DOMAIN

Disputes that extend outside of the mil.ng domain policy and guidelines should refer to the NIRA Dispute Resolution Process.

8.0 HOSTING OF GOVERNMENT WEBSITES

Open Model Approach is recommended wherein NITDA accredits and certify Local Hosting Companies (CLHC) to provide Certified Local Hosting Services (CLHS). NITDA will provide the required guidelines for local hosting of data.

In addition, an accreditation framework is being put in place that will allow accredited local hosting companies to be able to also

register domains. The policy will also ensure that only accredited service providers will be allowed to provide service.

Registrants are to note that the Nigeria Internet Registration Association (NiRA) has the sole mandate to accredit and de-accredit NiRA Accredited Registrars for the registration of .ng domain names. The NiRA Registrar Agreement contains the details as per the agreement between NiRA and its Accredited Registrars.

The NiRA is aware of the services rendered by resellers to the NiRA Accredited Registrars.