



Domain Name System Request Process

Procedure Title: **Domain Name System Request Process**
 Document Number: **110305-P-008**
 Revision: **1.1**
 Process Owner: **Telecommunications Team Leader**
 Date: **06/24/2011**

Table of Contents

1.0 Scope 1

2.0 Process Flow Diagram..... 2

3.0 Procedure..... 3

4.0 Reference Documents..... 3

5.0 Definitions 3

| Date Changed | Revisions | Changed By | Revision # |
|--------------|--|------------|------------|
| Original | Base line | | 1.0 |
| 6/24/2011 | Changed to be consistent with the revised Domain Name Request Process 110305-P-007 | BPM Team | 1.1 |

1.0 Scope

A Domain Name System (DNS) provides the mechanism to translate a fully-qualified domain name (FQDN) to an IP Address. This translation is necessary to allow us to use understandable names versus IP addresses. A Domain Name System (DNS) request must be made when one of the following applies:

- 1) A new server/service which needs to be addressed by name is established or
- 2) An existing server/service name or IP address changes or
- 3) A server/service is decommissioned

A DNS request is required when new applications, programs, or servers are established that will be accessed through the Internet which contain a domain name within the Delaware.gov domain.

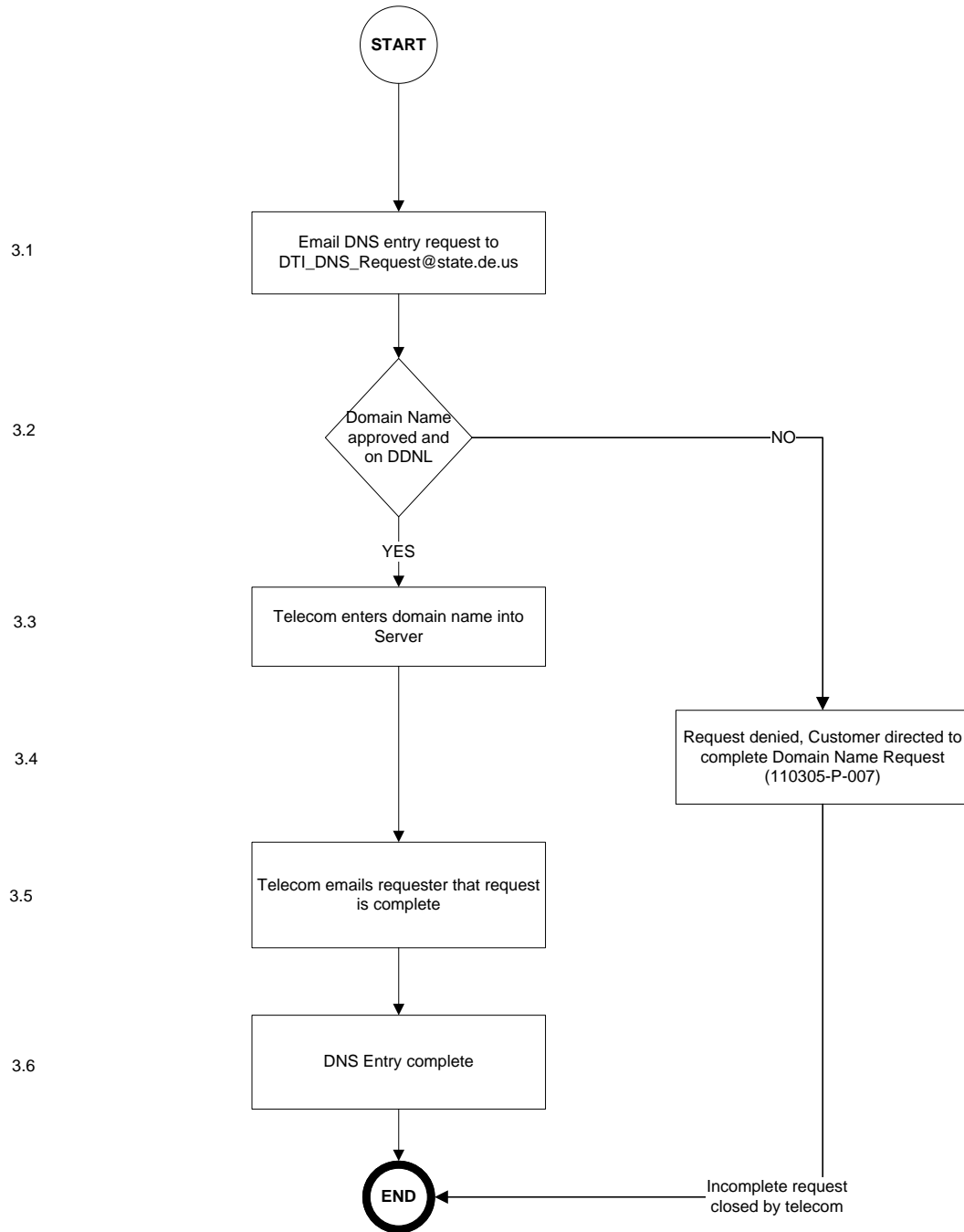
NOTE: A DNS request should be made only after the domain name has been approved, and the IP address has been established.

The process applies to State of Delaware employees, sanctioned vendors, or contractors.

The process owner is the Telecommunications Team Leader (TL).

Domain Name System Request Process

2.0 Process Flow Diagram





Domain Name System Request Process

3.0 Procedure

NOTE: A DNS request should be made only after the domain name has been approved, and the IP address has been established.

- 3.1 Email Domain Name System (DNS) request for connecting an approved domain name and a pre-defined IP Address to DTI Telecom's section via the group mailbox at DTL_DNS_Request@state.de.us
 - 3.1.1 Email must include the fully-qualified domain name and its IP address. Note: a form is not required.
- 3.2 Telecom reviews request and determines if the domain name was approved
 - 3.2.1 Telecom refers to the Delaware Domain Name List (DDNL) to verify that requested name was approved.
- 3.3 If approved, request is entered into the server and moved to 3.5
- 3.4 If requested name is not on the DDNL, request is denied and the Telecom technologist notifies the requester to complete the Domain Name Request Process (110305-P-007).
 - 3.4.1 Request considered closed; end of process
- 3.5 Telecom will email requester that the DNS request is complete
- 3.6 DNS Entry Request is complete; end of process

4.0 Reference Documents

Domain Name Request Process (110305-P-007)

A Delaware Domain Name List (DDNL) is maintained by the Telecommunication's Technologist.

5.0 Definitions

Fully-qualified domain name (FQDN)

A fully-qualified domain name (FQDN), sometimes referred to as an absolute domain name, is a domain name that specifies its exact location in the tree hierarchy of the Domain Name System (DNS). It specifies all domain levels, including the top-level domain, relative to the root domain. A fully qualified domain name is distinguished by this absoluteness in the name space.