



## ICANN Procedure for Submitting Disclosure Requests

All Disclosure Requests must be submitted via the Registration Data Request Service provided by ICANN – RDRS: <https://rdrs.icann.org/>

CSC provides a link to a registration data lookup on our website. Certain domain registration data will be redacted for privacy.

All registration Data Requests must include the following information to be accepted:

1. The identity of the requestor, including:

- The contact information of the requestor,
- The nature/type of business entity or individual, and
- Power of Attorney statements or similar statements evidencing authorization to act on the requestor's behalf, where applicable and relevant.

2. A list of data element values requested by the requestor.

- Information about the legal rights of the requestor and specific rationale and basis for the request.
- An affirmation that the request is being made in good faith.
- Agreement by the requestor to process lawfully any data element values received in response to the request.

CSC will acknowledge receipt of a Disclosure Request which meets the required format without undue delay, but no more than two (2) business days from receipt and will respond via email without undue delay, within thirty (30) calendar days from acknowledgement absent exceptional circumstances.