



Registration Data Disclosure

[Section 10](#) of the [Registration Data Policy](#) sets requirements for Disclosure Requests. The Registrar Stakeholder Group's Communications and Outreach Team has reviewed the Policy and created this document to help explain Disclosure Requests and how Registrars will comply with the requirements for Disclosure Requests.

Website Requirements

Registrars must publish their methodology for Disclosure Requests, including:

- ★ The required format and content of disclosure requests,
- ★ The way in which a response to the request will be received; and
- ★ The expected timeline for a response.

The registrar's homepage (webpage where they offer registration services) needs to either show this information or have a link to where the info can be found elsewhere on their site.

Request Format Requirements

Registrars must require specific info to be provided in Registration Data Disclosure Requests:

- ★ The requestor's identity
 - Their contact information
 - Their type of business entity, or that they are an individual
 - Power of Attorney, if relevant
- ★ List of requested data elements
- ★ Legal rights of the requestor and specific basis for the data disclosure request
- ★ Affirmation the request is being made in good faith
- ★ Agreement the requestor will lawfully process the data elements received

Registrars may also require other information to be included in disclosure requests as needed.

Response Requirements

Registrars must **acknowledge receipt** of all Disclosure Requests within **2 business days**, and provide a **response (disclosure or denial)** within **30 calendar days** of acknowledgement.

Each disclosure request must be considered on its merits (*individual specific qualities of the request*) with the **specific rationale and basis for the request** included in that consideration.

In the response, Registrars must **either provide the requested data** or give an **explanation as to why the requested data cannot be disclosed**.

A denial must include specific reasons that help the requestor to objectively and clearly understand the reason for that denial, including (if applicable) explaining how the domain owner's rights and freedoms were balanced against the requestor's legitimate interests.

⚠ In case of abuse, the Registrar may take corrective action including denying repetitive or incomplete requests, requiring more information by default for certain requestors, or other actions as they deem appropriate.

