

The *.fr* accreditation
application package

afnic

PRACTICAL INFORMATION

1. Sending the package

The package must contain the following items:

- ✚ *This document, filled in and signed:*
 1. *In French or English,*
 2. *In typed form only: the answers can be entered directly in the form and then saved as a pdf file,*
- ✚ *A cover letter outlining why your organization is applying for Afnic accreditation*
- ✚ *The registrar identification form duly filled in and signed, together with the registrar's company registration form (Kbis), or the equivalent for a foreign company,*
- ✚ *The application form for inclusion in the registrar directory,*
- ✚ *Any other document to back or further detail your answers.*

The package can be sent electronically to the following address:

accreditation@afnic.fr

or by post to the following address:

AFNIC
Direction Commerciale
Immeuble Le Stephenson
1 rue Stephenson
78180 Montigny le Bretonneux

2. Evaluation of answers:

- ✚ *The minimum requirements are indicated for certain questions. If this minimum requirement is not provided, accreditation may not be granted.*
- ✚ *You MUST answer all the questions, failing this, accreditation may not be granted.*
- ✚ *Your answers are expected to be consistent.*

3. Technical tests:

Once your application has been examined, access codes to a test bench will be sent to you in order to carry out the requisite technical tests.

Your results must be sent by e-mail to the following address:

test-accreditation@afnic.fr



4. Directory of Accredited Registrars

The information provided in the application form for inclusion in the registrar directory will be published on the Afnic website at the following address: www.afnic.fr.

On request from a third party, Afnic will provide this accreditation application package. You will be informed of any such request and will be able to specify which confidential data are not to be disclosed.

5. Updates of accreditation data

Accreditation is granted on the basis of the information you provide in this package. Afnic will contact you every two years and invite you to update the accreditation data in its possession. In the meantime, it is vital that any change in that information be indicated.

Whatever the origin of the request to change your accreditation data, your file will be reviewed by Afnic.



IDENTIFICATION OF THE APPLICANT

Company name:

Company registration number (SIREN) / Employer identification number (SIRET)

Identification number (for a foreign company):

Registered Address:

Postal code and city:

Country:

Legal representative

Surname:

First name:

Position:

Telephone:

E-mail address (for exchanges concerning the accreditation application):

The information collected is required to examine and manage the accreditation of registrars for the .fr TLD and is subject to computer processing for the French Network Information Center (AFNIC) in order to manage Afnic clients and thus the accreditation of registrars, pursuant to the French Electronic Communications and Telecommunications Act (CPCE) (Articles L45-4 & R20-44-43 to R20-44-45). The recipients of the data are Afnic and the State as joint data controllers, and the public for the information that is to be published. The data are updated throughout the accreditation period and deleted at the end of the legal limitation period (5 years from the end of the accreditation for the registrar in question). You have personal rights, namely the right to access, oppose, rectify and delete data, the right to limit the processing thereof, the right to lodge a complaint with a supervisory authority and the right to define guidelines for the retention, deletion and disclosure of your personal data in case of death; your personal rights may be exercised by contacting Afnic at juridique@afnic.fr.



BASIS FOR ASSESSING COMPLIANCE BY THE APPLICANT WITH THE
CONDITIONS LAID DOWN IN ARTICLE R20-44-43 OF THE FRENCH
ELECTRONIC COMMUNICATIONS AND TELECOMMUNICATIONS ACT
(CPCE)

*1. You are fully familiar with the principles
and operating procedures of the domain
name system*

- ✓ *Indicate how your organization is structured to manage the DNS (**minimum requirement:** you must have at least two servers correctly configured).*
 - *Describe your DNS infrastructure (indicate the nature, the geographical/topological distribution, hardware/software diversity, etc.):*

2. You are fully familiar with the technical tools and rules required to register domain names with the Registry

- ✓ *Describe the organization and tools in place to register domain names with Afnic*
 - *Describe the human resources implemented to carry out the registrations, and indicate if you have specific personnel for the TLD suffixes managed by Afnic (**minimum required** : an identified point of contact or service easily reachable by Afnic by direct line, specific personnel for the TLD suffixes managed by Afnic):*

 - *Do you have an information system that includes an EPP client? If so, do you have any experience in the use of EPP with other gTLD or ccTLD registries (no minimum requirement, give examples of your technical experience):*

 - *Will you use the web interface? If so, do you have any experience in the use of a web interface with other registries (no minimum requirement, give examples of your technical experience):*

 - *Will you use data processors to carry out domain name registration operations?*

- *If so, please indicate the means set up to ensure you observe your contractual commitments with Afnic:*

Information:

Recourse to resellers and/or data processors is not prohibited. However, it is the responsibility of the registrar that has obtained accreditation to ensure that its intermediaries comply with its commitments and statements. When using resellers or data processors, the registrar must ensure that the legal framework governing the protection of personal data is respected, particularly in the case of data transfers outside the European Union. If not, accreditation may be withdrawn.

- *Describe the procedure for accepting and processing domain name registration requests from your customers (no minimum requirement, give examples of your expertise):*

- ✓ *Illustrate your command of Afnic registration procedures:*
 - *Technical tests (**minimum requirement**: successful completion of the four following operations on the test bench, cf. page 1 of this document and the guidelines for accessing the test bench):*
 - *Test of the creation of a domain name and a contact: provide the domain name and contact created*
 - *Test of administrative and technical modifications: provide a hard copy of the create operation using the WEB interface or the items of the EPP command as well as the date and time of the operation.*



- *How do you plan to give access to "Authinfo" information to registrants wishing to transfer their domain name? (**minimum requirement**: at least one simple, accessible means clearly communicated to the domain name registrant):*

- *How will you inform your customers that it is possible to use the "recover" function and how will you make it available to them? (**minimum requirement**: at least one simple, accessible means clearly communicated to the domain name registrant): Please refer to the Procedures Guide (<https://www.afnic.fr/fr/ressources/documents-de-reference/documents-techniques/guide-des-procedures-pour-les-bureaux-d-enregistrement-18.html>).*

- *How will you train your staff in Afnic registration procedures and developments to them? (no minimum requirement, give examples of your expertise):*

3. *You have set up a verification procedure for identification data provided by domain name applicants in order to reply to requests from the Registry;*

- ✓ *How do you ensure acceptance of the naming policy by domain name applicants during the registration process? (**minimum requirement:** a clearly explained method of checking this obligation):*

- ✓ *Describe the tools and procedures set up, capable of satisfying Afnic requirements concerning checks of identification data:*
 - *In particular: in what form are Afnic's messages transferred to the domain name registrant? (**minimum requirement:** a clearly identified means of transferring Afnic messages to the domain name registrant):*

- *Describe the method for collecting the identification information required to register the domain names (no minimum requirement, give examples of your experience):*

- *Describe the methods set up to check that the identification data of the domain name registrant are exact (give examples of your experience):*
 - *Do you have alert and control systems for erroneous data entries during the filing of a domain name?*

 - *Do you test the accessibility of the registrant's e-mail address during registration?*

 - *If you carry out the checks yourselves, what are the sources used (on-line databases, official documents?)*

4. You have the requisite human and technical resources to update the administrative and technical data provided by domain name applicants for their identification

- ✓ Describe the tools provided for registrants to update the administrative and technical data for their domain names (minimum requirement: at least a simple, accessible method clearly communicated to the domain name registrant). You can enclose screen captures with your package:
 - Is updating the data a fee-paying service?
 - Does the domain name registrant pay an extra charge for the use of the tool to update the data? (example: premium-rate phone call):
- ✓ What is the minimum guaranteed lead-time you offer for taking into account and disseminating the updated data? (**minimum requirement:** maximum lead-time one week):
- ✓ Describe the human resources provided to update the administrative and technical data provided by domain name applicants:
 - Indicate the department in charge of the update, a point of contact (**minimum requirement:** a clearly identified point of contact for the domain name registrant):
 - Describe the training provided for staff (no minimum requirement, give examples of the training provided):

5. You have the requisite computer equipment and software to ensure the security of personal data provided by domain name applicants, and safeguard these data in accordance with the provisions concerning the protection of personal data

- ✓ Describe your Data Processing Rights and Freedoms governance or in what way you are able to demonstrate your compliance with the legal framework for the protection of personal data. (**minimum required** : Yes on all points + Security Policy):

a) A DPO or equivalent identified in the Identification Form:

YES

NO

b) You know and fully control your processing operations of personal data:

YES because you have a regularly updated register of processing operations

YES because even if you do not have a register of processing operations as an entity with less than 250 employees, you ensure your staff's knowledge and control of your processing operations are regularly updated

NO

c) A register of personal data breaches:

YES

NO

d) A security policy:

YES : Provide an attachment with a copy of the file or describe below your personal data security measures:

NO

e) A procedure for reviewing the compliance of processing operations and internal practices:

YES

NO

- ✓ Describe your policy for collecting and keeping the personal data provided by domain name applicants:
- When collecting personal data, how do you inform the data subjects the processing operations that you carry out? (**minimum requirement**: a means of information - example: URL or contract with the domain name applicant):

 - How do you find out the ways in which personal rights are exercised, how do you allow them to be implemented simply, easily and electronically, and have you incorporated them into the contract with your end-users? (**minimum requirement**: electronically with an indication of the DPO or equivalent in the disclaimer on the method of implementation):

 - Do your personal data processing operations specify a retention period consistent with their purpose? Do you purge the data at the end of the retention period? (**minimum requirement**, yes):

 - How quickly do you respond to requests to exercise personal rights (for example: requests to access their personal data by a domain name registrant, the right to oppose, query, access, and/or rectify information concerning them etc.)? (**minimum requirement**, 1 month maximum):

6. You can receive the public under suitable conditions

- ✓ Describe the contact methods provided for the public (**minimum requirement**: at least one contact method, no obligation to provide a reception desk or telephone contact):

Publication of answers:

- Telephone, e-mail, boutique, ticket, chat, forum...?
For each method, specify the contact details and cost (if any) for the domain name registrant:

- ✓ How do you inform the public about your contact methods?:
 - Are the contact methods easily accessible to customers? (**Minimum requirement**: information on the contact method that is simple, accessible, and clearly communicated to the domain name registrant). You can enclose screen captures with the package:

AFFIDAVIT & COMMITMENTS OF THE APPLICANT

I, the undersigned:

As the legal representative of:

Hereby certify:

- ✓ *that the information provided in this package is correct;*
- ✓ *that the entity represented is neither controlled, nor controlled within the meaning of article L.233-3 of the French code of commercial law, by Afnic;*
- ✓ *that the entity represented is not controlled by Afnic, or a legal entity exerting a control over Afnic.*

Hereby undertake to:

- ✓ *inform Afnic of any change affecting the data of this accreditation application package*

Date:

Signature:

