[Municipality/County letterhead]

[Date]

WI Department of Administration  
Department of Enterprise Technology  
P.O. Box 7840  
Madison, WI 53707-7840

To the wi.gov Domain Administrators:

As [authorizing authority](https://get.gov/registration/requirements/#city-and-county-domains) (as defined by federal get.gov standards) for [Municipality/County], I request that responsibility for the domain name [\_\_\_\_\_\_\_\_\_\_\_.wi.gov] be allocated to my municipality.

[Briefly describe the mission or initiative that drives the domain name request, explaining what the domain name will be used for.]

In order to obtain and maintain [\_\_\_\_\_\_\_\_\_\_\_.wi.gov] [Municipality/County] will meet the general and specific requirements for municipalities and counties, found at [https://get.gov/registration/requirements](https://get.gov/registration/requirements/).

The following will be listed as contacts for [\_\_\_\_\_\_\_\_\_\_\_.wi.gov], which [Municipality/County] will keep up to date with the Department of Enterprise Technology by notifying [ESDhelp@wisconsin.gov](mailto:ESDhelp@wisconsin.gov) of any changes.

|  |  |
| --- | --- |
| **Administrative Contact** | **Technical Contact** |
| First Last | First Last |
| Title | Title |
| Address | Phone number |
| Phone number | Email address |
| Email address |  |

I understand that if I wish to retire or make changes to [\_\_\_\_\_\_\_\_\_\_\_.wi.gov], I must submit a written request to [ESDhelp@wisconsin.gov](mailto:ESDhelp@wisconsin.gov).

Sincerely,  
[Signature]

[Name]  
[Title]

***Submission Instructions*** *- Send an email to* [*ESDhelp@wisconsin.gov*](mailto:ESDhelp@wisconsin.gov)*. Attach the completed technical form, signed authorization letter, and any supplemental documentation.* *DET may request additional information to confirm the validity of the request in accordance with Federal guidelines.*