[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 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.

Sincerely,
[Signature]

[Name]
[Title]

***Submission Instructions*** *- Send an email to* *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.*