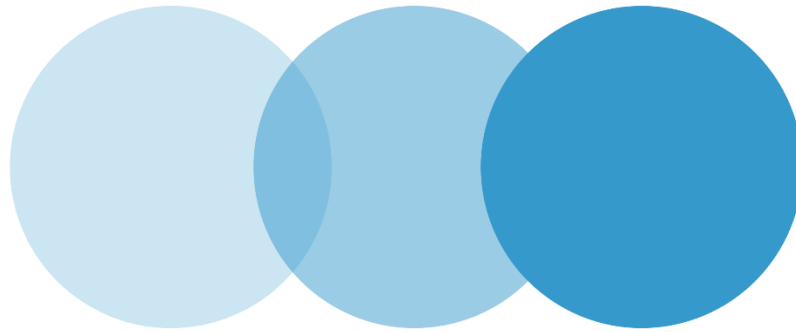


External manual



Applicant's Guide

ACTIVATION PROCEDURE FOR RESERVED NAMES

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In accordance with the European Commission regulation*, a number of .eu, .europa and .europa domain names have been reserved either by European Union institutions, EU Member States, or EURid. Some names have also been reserved by EEA countries, and countries in the EU accession phase. As opposed to regular domain names, a reserved domain name cannot be registered on a first come, first served basis. However, it may be registered on behalf of an eligible organisation or individual, by following the so-called activation procedure.

The activation procedure takes 3 steps:

- **Step 1**

The potential domain name holder (the applicant), submits an activation request form to EURid:

- You can find the application request form [here](#)
- Well-reasoned request to release a reserved name is to be sent in PDF format to reservednamesactivation@eurid.eu
- We encourage you to protect your personal data by sending the request via Cryptshare platform**
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- **Step 2**

Once the application form is correctly submitted to EURid by the applicant, EURid contacts the appropriate NRA office to ask for activation approval. The NRA decision is usually given within 14 working days.

- **Step 3**

In case, the NRA met the activation request positively, EURid will invite the applicant to request an accredited .eu registrar to initiate an activation transfer in EURid's system.

- The list of accredited .eu registrars can be found here: <https://eurid.eu/en/find-a-registrar/>
- Please make sure that the contact data with which you provide your registrar match the contact data provided in your application form to EURid.

**The European Commission Regulation (EC) No 874/2004 including its subsequent amendments and/or integrations. For more information, please refer to EC regulations 1654/2005 and 560/2009 ; and to a corrigendum to Commission Regulation (EC) No 560/2009 of 26th June 2009 amending Regulation (EC) No 874/2004.*

Registration terms: as the result of activation procedure, the domain name will be registered for a period of one year on the applicant's behalf, subject to term extensions or deletion requests.

Please note: a name registered through the activation procedure cannot be transferred to another holder nor used for different purposes than originally declared in the application. If the current holder no longer wants the name, or does not abide to registration terms, the name can be deleted and will automatically revert to a reserved name status.

****How to use Cryptshare (in English only):**

1. Open the link <https://cs.eurid.eu>
2. Enter your name, phone number, and e-mail address and verify your e-mail address
3. Use reservednamesactivation@eurid.eu as recipients email address
4. Attach the completed and signed request form together with documentary evidence.
5. Click on 'Start Transfer'