

.ca OpenSRS Resellers:

Please consult this document to understand how Registrant Types selected for .ca registrations must correspond with the Registrant Name provided.

Purpose of this advisory: The purpose of this advisory is to help registrars ensure that their registrants self-identify correctly.

Background: A global review of registrant profiles has detected a number of errors in the “registrant type”, “registrant name” and “administrative contact” fields. (A “registrant type” is a category that the registrant must fall into in order to meet the Canadian Presence Requirements.) The Canadian Presence Requirements are set out in the CIRA Registration Rules and the Registrant Agreement between CIRA and registrants.

The agreement between CIRA and its registrars obliges registrars to ensure that their registrants meet the Canadian Presence Requirements and provide correct registration information. Most registrars’ domain name registration procedures rely on registrants to self-identify their registrant type. It appears that more needs to be done to help registrants do this correctly, especially with automated systems, and to avoid corrections as required by the Registry’s Daily Report.

Registrars should note that the registry will be developing automated verification procedures for registrant names, administrative contact names and telephone numbers (this will be the subject of a separate advisory). In order to avoid future rejection of registration applications we would strongly encourage registrars to follow these recommendations (French version will be made available when translation is complete).

CPR Recommendations for Registrars

1 General Notice

Registrars should advise their potential clients of the fact that the .ca registry has Canadian presence requirements. The following text is an example of the type of advisory text recommended by CIRA:

“You are about to apply for a domain name registration in the .ca registry.

Please note that CIRA, the organization that operates the .ca registry, requires everyone who registers a domain name in the .ca registry to meet the .ca Canadian Presence Requirements (CPR) (you can find these at: http://www.cira.ca/en/cat_Registration.html).

If you do not meet any of the Canadian Presence Requirements please do not apply for a .ca domain name.

If you do not meet the Canadian Presence Requirements when you apply for a registration, CIRA may reject your Registration Request. If you do not meet the Canadian Presence Requirements and after you are granted a .ca domain name registration, CIRA may cancel all your domain name registrations.”.

2 Registrant Types

It appears that many registrants do not read the CIRA CPR “Registrant Type” descriptors before applying for a registration. We request that registrars use the following descriptors for Registrant Types (in the order provided) instead of the current ones:

Corporation (Canada or Canadian province or territory) (CCO)
(which also includes Charities)
Canadian citizen (CCT)
Permanent Resident of Canada (RES)
Government or government entity in Canada (GOV)
Canadian Educational Institution (EDU)
Canadian Unincorporated Association (ASS)
Canadian Hospital (HOP)
Partnership Registered in Canada (PRT)
Trade-mark registered in Canada (by a non-Canadian owner) (TDM)
Canadian Trade Union (TRD)
Canadian Political Party (PLT)
Canadian Library, Archive or Museum (LAM)
Trust established in Canada (TRS)
Aboriginal Peoples (individuals) indigenous to Canada (ABO)
Aboriginal Peoples (groups) indigenous to Canada (ABO)
Indian Band recognized by the Indian Act of Canada (INB)
Legal Representative of a Canadian Citizen or Permanent Resident (LGR)

Official mark registered in Canada
Her Majesty the Queen

3 Descriptions of Registrant Types

It appears that many registrants do not understand the requirements for the Registrant Type they have chosen. We would therefore encourage registrars to provide the following text to registrants once they have selected a Registrant Type. This text contains the official definition, what is expected by the Registry and examples of acceptable and unacceptable registrant names for the Type. Registrants should be given the opportunity to correct their registrant name after viewing this text if the name has already been entered.

Corporation (Canada or Canadian province or territory) and Charities

Definition: A corporation under the laws of Canada or any province or territory of Canada, or a registered Charity.

Requirements: Registrant name must be the full legal name of the corporation and must be followed by the jurisdiction of incorporation (eg. Canada, Ontario, NWT....) unless it is obvious from the corporation's name.

If the registrant is a charity, the registrant name should include “- NFP” (which stands for “Not For Profit”) at the end of the registrant name. The site:

<http://www.ccr-aadrc.gc.ca/menu/EmenuJAH.html>
can be used to verify registered charities.

Examples of Valid Registrant Names for this Registrant Type:

123745 Canada Inc.
Smith Corp. of Ontario
Smith Ltée. Canada
Good Will Towards Man - NFP

Examples of Invalid Registrant Names for this Registrant Type:

Smiths
Smiths Consulting
Smiths Kennel
Smiths Corp.
Leatra SP

Canadian citizen:

Definition: A Canadian citizen of the age of majority under the laws of the province or territory in Canada in which he or she resides or last resided

Requirements: The Registrant’s name must be the full legal name of the Canadian Citizen who will hold the domain name registration as the name would appear on a passport, driver’s license or other identification document issued by a government.

The name may be followed by a space and “o/a xxxx” where “o/a” stands for “Operating As” and “xxxx” can be any alpha-numeric string designated by the applicant and subject to applicable rules and length restrictions (e.g. “John Doe o/a Doe Consulting Group”) . The name may also be followed by a space and a degree granted to the registrant by a recognized degree granting institution or a recognized professional designation which the registrant has the right to use (eg. PhD, MD, DDS.)

Full legal names of individuals may only consist of alphabetic characters and the special characters: single quote mark(‘), hyphen(-), period(.).

Examples of Valid Registrant Names for this Type:

John Doe
Fred-Albert Doon PhD
Bernard St-James o/a St-James Services

Examples of Invalid Registrant Names for this Registrant Type:

John
J. Doe
None
Personal
(blank)
Cool Gal
Domain Administrator
St-James Services
Acme Sales Inc.

Permanent Resident of Canada:

Definition: A permanent resident as defined in the *Immigration Act* (Canada) R.S.C. 1985, c.I-2, as amended from time to time, who is “ordinarily resident” in Canada and of the age of majority under the laws of the province or territory in Canada in which he or she resides or last resided. (“**Ordinarily resident in Canada**” means an individual who resides in Canada for more than 183 days in the twelve month period immediately preceding the date of the applicable request for registration of the .ca domain name or sub-domain name and in each twelve month period thereafter for the duration of the domain name registration.)

Requirements: The Registrant’s name must be the full legal name of the Permanent Resident who will hold the domain name registration as the name would appear on a driver’s license or other identification document issued by a government.

The full legal name may be followed by a space and “o/a xxxx” where “o/a” stands for “Operating As” and “xxxx” can be any alpha-numeric string designated by the applicant and subject to applicable rules and length restrictions (e.g. “John Doe o/a Doe Consulting Group”). The name may also be followed by a space and a degree granted to the registrant by a recognized degree granting institution or a recognized professional designation which the registrant has the right to use (eg. PhD, MD, DDS.)

Full legal names of individuals may only consist of alphabetic characters and the special characters: single quote mark(‘), hyphen(-), period(.).

Examples of Valid Registrant Names for this Type:

John Doe
Fred-Albert Doon DDS
Bernard St-James o/a St-James Services

Examples of Invalid Registrant Names for this Type:

John
John 7
J. Doe
F.A.D
Cool Gal
St-James Services
Acme Sales Inc.

Government or government entity in Canada:

Definition: Her Majesty the Queen in right of Canada, a province or a territory; an agent of Her Majesty the Queen in right of Canada, of a province or of a territory; a federal, provincial or territorial Crown corporation, government agency or government entity; or a regional, municipal or local area government.

Requirements: The Registrant’s name must be the complete official name of the entity that will hold the domain name registration, without any abbreviations. (A common abbreviation may follow the official name in parentheses). If the Registrant is not a government, the Registrant’s name must be followed by the name of the jurisdiction (eg. Canada, province, territory, municipality, etc) to which the Registrant is related.

Examples of Valid Registrant Names for this Type:

Government of Alberta
Export Development Corporation (EDC) (Canada)
Deposit Insurance Corporation of Ontario (DCIO)
The Corporation of the City of Toronto

Examples of Invalid Registrant Names for this Type:

Toronto Sales Are Us Inc.
DCIOPEI
John Doe

Canadian Educational Institution:

Definition:

- (i) a university or college which is located in Canada and which is authorized or recognized as a university or college under an Act of the legislature of a province or territory of Canada; or
- (ii) a college, post-secondary school, vocational school, secondary school, pre-school or other school or educational institution which is located in Canada and which is recognized by the educational authorities of a province or territory of Canada or licensed under or maintained by an Act of Parliament of Canada or of the legislature of a province or territory of Canada.

Requirements: The Registrant's name must be the complete official name of the institution that will hold the domain name registration, without any abbreviations. A common abbreviation may follow the official name in parentheses. The Registrant name must be followed by the jurisdiction (e.g. name of province, municipality) in which the institution is accredited if not obvious from the Registrant's name.

Examples of Valid Registrant Names for this Type:

University of British Columbia (UBC)
St-John's Middle School of Ottawa
Advanced Languages Institute of Ontario (ALI)(Ontario)

Examples of Invalid Registrant Names for this Type:

Sandhill Secondary School
Sales Are Us Inc.
UBC Student Association
Professional Association of Teaching Professionals of UdeM
Joe Smith

Canadian Unincorporated Association:

Definition: This Registrant Type is principally intended for religious congregations, social and sports clubs and community groups which are based and operating in Canada.

An unincorporated organization, association or club:

- (i) at least 80% of whose members: (A) are ordinarily resident in Canada (if such members are individuals); or (B) meet the requirements of any one of the following Registrant Types: Corporation (Canada or Canadian province or territory), Canadian citizen, Permanent Resident of Canada, Partnership Registered in Canada, Trust established in Canada, Legal Representative of a Canadian Citizen or Permanent Resident; and
- (ii) at least 80% of whose directors, officers, employees, managers, administrators or other representatives are ordinarily resident in Canada.

Requirements: The Registrant's name must be the complete name of the association that will hold the domain name registration, without any abbreviations. (A common abbreviation may follow the complete name in parentheses).

Examples of Valid Registrant Names for this Type:

St-Alban's Reformed Church of Victoria
Archdiocese of Montréal
Sun Youth Montréal
Citizens for the Protection of the Red River
Toronto Junior Soccer Association

Examples of Invalid Registrant Names for this Type:

ACDEN
St-Patrick's
Dartmouth Soccer Club Limited
John Doe

Canadian Hospital:

Definition: A hospital which is located in Canada and which is licensed, authorized or approved to operate as a hospital under an Act of the legislature of a province or territory of Canada

Requirements: The Registrant's name must be the complete official name of the hospital that will hold the domain name registration, without any abbreviations. (A common abbreviation may follow the complete name in parentheses.) The Registrant's name must be followed by the jurisdiction (eg. name of province) which accredited the hospital if not obvious from the Registrant's name.

Examples of Valid Registrant Names for this Type:

Royal Victoria Hospital – Québec
Sick Children’s Hospital of Ontario
Veteran’s Hospital Canada, Pointe Claire

Examples of Invalid Registrant Names for this Type:

Dr. John Doe
Jane Doe
John Doe Inc.
SHUL
Nurses Union Local 1455 NHCWA
Manitoba Doctors Against Drugs (MDAD)

Partnership Registered in Canada:

Definition: A partnership, more than 66 2/3 % of whose partners meet the requirements of one of the following Registrant Types: Corporation (Canada or Canadian province or territory), Canadian citizen, Permanent Resident of Canada, Trust established in Canada or a Legal Representative of a Canadian Citizen or Permanent Resident, which is registered as a partnership under the laws of any province or territory of Canada.

Requirements: The Registrant’s name must be the registered name of the partnership that will hold the domain name registration. The Registrant name must be followed by the jurisdiction of registration (eg. Alberta) and the registration number.

Examples of Valid Registrant Names for this Type:

Xenon Partnership (Ontario)
Blake, Cassels and Graydon LLP (Ontario)
John Doe Partnership, British Columbia

Examples of Invalid Registrant Names for this Type:

John Doe Partnership
Mybusiness Inc.
Fred Smith

Trade-mark registered in Canada by non-Canadian owner:

Definition: A Person which does not fall under any other registrant type, but which is the owner of a trade-mark which is the subject of a registration under the *Trade-marks Act* (Canada) R.S.C. 1985, c.T-13 as amended from time to time, but in this case such permission is limited to a request to register a .ca domain name consisting of or including the exact word component of that registered trade-mark.

This Registrant Type is only intended for Registrants which do not meet the requirements associated with any other registrant type but which have a trade-mark registered in Canada. (Trade-marks subject of trade-mark applications and trade-marks registered in other jurisdictions, such as the United States, do not qualify.)

The domain name to be registered must include the trade-mark. (eg. If the trade-mark is AVEA this type of registrant can register avea.ca or aveaisus.ca but not xyz.ca).

Requirements: The Registrant's name must be the complete legal name of the trade-mark owner (not the trade-mark agent) holding the domain name registration without any abbreviations. (A common abbreviation may follow the complete name in parentheses.) The applicant must also insert the Canadian registration number of the trade-mark following the Registrant name.

Examples of Valid Registrant Names for this Type:

Arcuros SPA - TMA1762466

Examples of Invalid Registrant Names for this Type:

Arcuros SPA

Canadian Trade Union:

Definition: A trade union which is recognized by a labour board under the laws of Canada or any province or territory of Canada and which has its head office in Canada.

Requirements: The Registrant's name must be the complete official name of the trade union that will hold the domain name registration, without abbreviations. (A common abbreviation may follow the official name in parentheses.) The Registrant name must be followed by the jurisdiction in Canada which recognizes it (if it is not obvious from the Registrant's name.)

Examples of Valid Registrant Names for this Type:

Confédération des syndicats nationaux (CSN) – Québec
Canadian Union of Postal Workers (CUPW)

Examples of Invalid Registrant Names for this Type:

ZZCEUL local 237
Jean Smith
Sales Are Us Inc.

Canadian Political Party:

Definition: A political party registered under a relevant electoral law of Canada or any province or territory of Canada

Requirements: The Registrant's name must be the complete official name of the political party holding the domain name registration, without abbreviations. (A common abbreviation may follow the official name in parentheses.) The Registrant name must also be followed by the jurisdiction in Canada in which it is registered (if it is not obvious from the official name).

Examples of Valid Registrant Names for this Type:

Progressive Conservative Party of Canada (PC)
Union Nationale du Québec
Reform Party – Alberta

Examples of Invalid Registrant Names for this Type:

John Doe
Sales Are Us Inc.
Liberal Party
ACCULD – Ontario
National Liberation Front of Mexico

Canadian Library, Archive or Museum:

Definition: An institution, whether or not incorporated, that:

- (i) is located in Canada; and
- (ii) is not established or conducted for profit or does not form part of, or is not administered or directly or indirectly controlled by, a body that is established or conducted for profit in which is held and maintained a collection of documents and other materials that is open to the public or to researchers.

Requirements: The Registrant's name must be the complete legal name of the institution which will hold the domain name registration without abbreviations. (A common abbreviation may follow the complete name in parentheses.)

Examples of Valid Registrant Names for this Type:

Royal Ontario Museum
Musé des Beaux Arts de Montréal

Examples of Invalid Registrant Names for this Type:

John Doe
Sales Are Us Inc.

My site
Domain Administrator
Biggs Bargain Books

Trust established in Canada:

Definition: A trust established and subsisting under the laws of a province or territory of Canada, more than 66 2/3 % of whose trustees meet the requirements of one of the following Registrant Types: Corporation (Canada or Canadian province or territory), Canadian citizen, Permanent Resident of Canada, or a Legal Representative of a Canadian Citizen or Permanent Resident.

Requirements: The Registrant's name must be the complete official name of the trust, without any abbreviations. (A common abbreviation may follow the official name in parentheses.) The Registrant name must also indicate the total percentage of the trustees that meet one or more of the following requirements: Canadian citizen, permanent resident, Canadian corporation, legal representative

Examples of Valid Registrant Names for this Type:

Marie Daigle Trust – (100%)
Arbeit Trust – (70%)

Examples of Invalid Registrant Names for this Type:

John Doe
Sales Are Us Inc.
Arbeit Trust (10%)

Aboriginal Peoples (individuals) indigenous to Canada:

Definition: Any individual belonging to any Inuit, First Nation, Metis or other people indigenous to Canada.

Requirements: The Registrant's name must be the full legal name of the Aboriginal Person applying for the Registration as it would appear on a driver's license or other identification document issued by government.

The Registrant may enter its full legal name followed by a space and "o/a xxxx" where "o/a" stands for "Operating As" and "xxxx" can be any alpha-numeric string designated by the applicant and subject to applicable rules and length restrictions (e.g. "John Doe o/a Doe Consulting Group"). The name may also be followed by a space and a degree granted to the registrant by a recognized degree granting institution or a recognized professional designation which the registrant has the right to use (eg. PhD, MD, DDS.)

Full legal names of individuals may only consist of alphabetic characters and the special characters: single quote mark('), hyphen(-), period(.).

Examples of Valid Registrant Names for this Type:

John Doe
Fred-Albert Doon DDS
Bernard St-James o/a St-James Services

Examples of Invalid Registrant Names for this Type:

John
None
Personal
(blank)
Domain Administrator
St-James Services Inc.

Aboriginal Peoples (groups) indigenous to Canada:

Definition: Any Inuit, First Nation, Metis or other people indigenous to Canada, and any collectivity of such Aboriginal peoples.

Requirements: The Registrant's name must be the complete official name of the indigenous people a collectivity of Aboriginal Persons or, if there is no official name, the name by which the collectivity is commonly known.

Examples of Valid Registrant Names for this Type:

Carrier Sekani Tribal Council

Examples of Invalid Registrant Names for this Type:

Acme Sales Inc.
Helping Spirit Lodge Society
John Jones

Indian Band recognized by the Indian Act of Canada:

Definition: Any Indian band as defined in the *Indian Act*, R.S.C. 1985, c. I-5, as amended from time to time, and any group of Indian bands;

Requirements: The name of Registrant must be the Indian Band Name as registered with the Department of Indian and Northern Affairs, Canada.

Examples of Valid Registrant Names for this Type:

Lac la Ronge Indian Band

Examples of Invalid Registrant Names for this Type:

Mohawk Motors
Sioux Sales Inc.
Sales Are Us Inc.
Jean Gallant

Legal Representative of a Canadian Citizen or Permanent Resident:

Definition: An executor, administrator or other legal representative of a Person listed as a Canadian Citizen or Permanent Resident of Canada.

Note: This registrant type is only available to a person or entity that has been appointed by legal process to represent an individual who is not competent to represent him or herself. It is not available to anyone who represents a Canadian or foreign corporation in any capacity.

Requirements: The Registrant's name must be the full legal name of the Canadian Citizen or Permanent Resident of Canada who is being represented as it would appear on a passport, driver's license or other government identification document. This must be followed by the full legal name and capacity of at least one of the official representatives.

Full legal names of individuals may only consist of alphabetic characters and the special characters: single quote mark('), hyphen(-), period(.).

The representative should be identified as the administrative contact for these registrations.

Examples of Valid Registrant Names for this Type:

John Smith (Jayne Smith, executor)

Examples of Invalid Registrant Names for this Type:

Sales Are Us Inc.
Arlenza SP
Shingle LLP

Official marks registered in Canada:

Definition: A Person which does not meet the requirements for any other Registrant Type, but which is a Person intended to be protected by Subsection 9(1) of the *Trade-*

Marks Act (Canada) at whose request the Registrar of Trade-marks has published notice of adoption of any badge, crest, emblem, official mark or other mark pursuant to Subsection 9(1), but in this case such permission is limited to a request to register a .ca domain name consisting of or including the exact word component of such badge, crest, emblem, official mark or other mark in respect of which such Person requested publications.

Notes: This registrant type is only intended for Registrants which do not meet the requirements associated with any other registrant type but which have an Official Mark registered in Canada.

The domain name must include the official mark (eg. If the official mark is WIPO, the registrant can register wipo.ca but not intellectual-property.ca)

Requirements: The Registrant's name must be the complete official name of the entity holding the domain name registration without any abbreviations. (A common abbreviation may follow the complete name in parentheses.) The registration number of the official mark must follow the Registrant Name.

Examples of Valid Registrant Names for this Type:

The United Nations Educational, Scientific and Cultural Organization (UNESCO)
- 0970388

Examples of Invalid Registrant Names for this Type:

John Doe Inc.
Arcuros SPA

Her Majesty the Queen:

Definition: Her Majesty Queen Elizabeth the Second and her successors.

Requirements: The Registrant's name must be that of Her Majesty the Queen or, after a succession, the name of her successor.

4 Administrative Contact Name

CIRA requires that registrants enter the name of an individual as the administrative contact name.

To help registrants understand the importance of the administrative contact's role in dealing with their registrations, we recommend displaying a text, similar to the example provided, to the registrant before the registrant enters its administrative contact:

“You are about to enter the name and email address for the administrative contact for your domain name registration. This name must be the full legal name of an individual. If you do not enter the name of an individual, your Registration Request may be rejected or your domain name registration may be cancelled by the .ca registry. You can only have one administrative contact for all your domain name registrations.

The .ca registry will give your administrative contact a user account number and password. This user account number and password are the only things CIRA requires to confirm and accept all requests to modify or transfer your domain name registrations. Anyone having access to these codes has the power to change all the registration information for your domain name and transfer your domain name(s) to someone else. You should also be aware that changing an administrative contact without the explicit formal approval of the current one involves a complex set of manual procedures which must all be completed to the registry’s satisfaction before the change can be made.

You should therefore ensure that your administrative contact can be relied on to deal with your domain name registration according to your wishes.

The .ca Registry strongly recommends that registrants who are individuals make themselves their administrative contacts for their domain name registrations and that corporate registrants select an employee as the administrative contact for their registrations.

5 Administrative Contact Telephone Number

CIRA requires registrants to provide a valid daytime phone number.

Please note that registrants can enter their phone numbers in the SECOND PHONE NUMBER field which will not be published in the WHOIS.

Registrars may wish to display the following text to potential registrants:

“Please enter a valid telephone number, including the area code and extension (if applicable) where the administrative contact may be reached during business hours.

If you do not enter a valid phone number in the applicable field your Registration Request may be rejected or your domain name registration may be cancelled by the .ca registry.

If you do not want the phone number of your administrative contact made available to the public on the CIRA WHOIS directory, please enter the telephone number in the telephone field labelled “second phone number”. Only the .ca registry and your Registrar(s) will have access to it.”