Topic 20: Application Change Requests
Proposed Applicant Guidebook Language

The Application Change Requests ("ACR") process was created in order to allow applicants to request changes to application materials, which are reviewed by ICANN org against the change request determination criteria and subject to approval by ICANN org. Applicants may request to change or update their applications throughout application processing and evaluation, and during the contracting process. The types of application changes that may be submitted are listed in the tables below. All applicants are required to promptly notify ICANN org of any material changes to previously submitted application information.

[XX] Change Request Determination Criteria

In evaluating each change request, all available information is considered against the seven criteria below. The weight of each criterion may vary on a case-by-case basis, depending on the facts and circumstances surrounding the change request and the application including the applicant and the string. Determination of whether changes will be approved will balance the following factors:

1. **Explanation** – Is a reasonable explanation provided?
2. **Evidence that original submission was in error** – Is there evidence to support an assertion or claim that the change is only made to merely correct an error?
3. **Cause for Change** – Is the change being made in response to a third party input, including but not limited to public comments, objections (whether formal or informal), organizational change (e.g., changes to the organization name or mailing address), GAC Consensus Advice, or GAC Early Warnings? Is the change being made as a result of an effort (e.g., business combination or joint venture) to resolve contention?
4. **Precedents** – Is the change similar to others that have already been approved? Could the change lead others to request similar changes that could affect third parties or result in undesirable effects on the program?
5. **Impact to third parties, including other applicants** – What impact, positive or negative, would the change have on third parties, including other applicants? Does the change affect other third parties materially? Would permitting it have a change on other applicants? Would allowing the change be fair to the general community? Would disallowing the change be construed as unfair?
6. **Materiality** – Would the change affect the evaluation score or require re-evaluation of some or all of the application? Would the change affect string contention or community priority consideration?

7. **Timing** – Does the timing interfere with the evaluation process in some way?

ICANN org reserves the right to require a re-evaluation of the application in the event of a material change. This could involve additional fees or evaluation in a subsequent application round. All re-evaluations will be conducted using the established criteria. (see subsection xx)

These criteria were carefully developed to enable applicants to make necessary changes to their applications while ensuring a fair and equitable process for all applicants.

Changes that result in material changes to public portions of the application will be subject to a 30-day comment period using the same comment mechanism used for the Community Input period (see the Community Input period section). Changes that require a 30-day comment window will be posted on the [refer to Next Round website]. If the change is to the public portion of the application, the updated information will be displayed.

Types of Application Changes	Is the Change Request Likely to be Approved?	Does the Change Request Require Re-Evaluation?	Does the Change Request Require a Comment Period?
Changes to key individuals, such as Board members, officers/directors, etc.	Yes	Yes; Legal Compliance check and background screening required	No
Material changes to financial condition or related information.	Yes	Yes; financial evaluation required	No
Changes in the control of the applicant.	Yes	Yes; Legal Compliance check and background screening required	No
Changes to the string for non-brands.	No	N/A	N/A
Changes to confidential portions of the	Yes	Yes; financial evaluation required	No

Types of Application Changes	Is the Change Request Likely to be Approved?	Does the Change Request Require Re-Evaluation?	Does the Change Request Require a Comment Period?
application.			
Changes to the contact information associated with the application (names, address, phone, fax, web address).	Yes	No	No
Changes to applicant's stock symbol.	Yes	No	No
Changes to applicant's business/tax ID.	Yes	No	No
Changes to name of applying entity.[1]	Yes	No	No
Changes to parent entity.	Yes	Yes; background screening required	No
Changes to mission/purpose of proposed gTLD	Yes	No	Yes
Changes to RSP	Yes	Yes[2]; RSP revaluation required only for transitions to new RSP	No

Other Types of Application Changes that *May* be Approved	Does the Change Request Require Re-Evaluation?	Does the Change Request Require a Comment Period?
Changes from any application type to another	Yes; re-evaluation requirements vary based	Yes

---

[1] This item refers to a simple name change of the applying entity only. It does not apply to changes in the applying entity itself such as the case of the application being assigned from a parent entity to a wholly-owned subsidiary.
[2] [cross-reference RSP section]

application type. (Note: Changes from or to community type applications will not be allowed)	on the application change	
Adding, removing, or modifying registry voluntary commitments.	Yes; [TBD]	Yes
Changes in the applying entity in the case of a business combination or joint venture to resolve contention.[3]	Yes; background screening and financial evaluation required	Yes
Transferring the application to another non-affiliated entity. Generally, applications may only be transferred to affiliated entities, such as a parent or child organization.	Yes; background screening and financial evaluation required	No
Changes to the applied-for string (for .brands in contention and with limits).[4]	Yes; Reviews include but are not limited to: Geographic Review, Safeguard Assessment,	Yes

---

[3] In the event of such a combination or joint venture, ICANN org may require that re-evaluation is needed to ensure that the new combined venture or entity still meets the requirements of the program. The applicant must be responsible for additional, material costs incurred by ICANN org due to re-evaluation and the application could be subject to delays.

[4] A .brand applicant can submit a request to change the string associated with the application to include a descriptive word to the string that already exists in the trademark registration, as long as the string is still technically viable, does not create another contention set, and otherwise complies with all other aspects of the New gTLD Program requirements. When the .brand applicant changes the applied-for string, the new string will also be considered a .brand. The new proposed string will be subject to a number of reviews including, but not limited to: Geographic Review, Safeguard Assessment, String Review (Technical and DNS stability), and String Similarity. If the string change is accepted, a Community Action Period would begin for the application to allow for the filing of objections and comments. With respect to a .brand TLD application that contains both a primary string and one or more variant label(s), Note that after submission of an application, the applicant is allowed to withdraw an applied-for variant label from an application but is not allowed to add any other variant label that was not originally applied-for in that application. The applicants for a .brand TLD string whose applied-for primary gTLD string is placed in a contention set are also allowed to change its primary string and allocatable variant label(s). In addition, such a .brand TLD applicant is allowed to withdraw an applied-for variant label after submission of its application, but is not allowed to add any other variant label that was not originally applied for.

	String Review (Technical and DNS stability), and String Similarity required	

[XX] *Notice of Applicant-Specific Changes*

If at any time during the evaluation process information previously submitted by an applicant becomes inaccurate, the applicant must promptly notify ICANN org via submission of (the) appropriate form(s).

Failure to notify ICANN org of any change in circumstances that could render any information provided in the application false or misleading may result in denial of the application.

[XX] *Change Process*

Below are the steps involved in the application change process:

Verification & Validation – In this step, ICANN org verifies the applicant's credentials in order to ensure that the person requesting the change has the proper authority to submit.

ICANN Review – Once verification and validation of the change request is completed, ICANN reviews the change request materials against the seven change request determination criteria above. In the event that additional information is required before a determination can be made, ICANN org will reach out to the applicant to request the information.

Notification of Determination – Once ICANN org completes its review of the change request, the applicant will be informed of the determination. Possible determinations include approval of the change request, denial of the change request, or deferral of the change request to a later time.

Changes Made and Posted – In this step, ICANN org makes the requested and approved changes to the application. Approved changes to public portions of the application that require a 30-day comment window, as well as those that do not require a 30-day comment window (e.g., changes to the contact information associated with the application) will be posted on the [refer to Next Round website]. Approved changes that relate to non-public portions of the application will not be posted on the [refer to Next Round website]. Applicants will be notified once the changes are made. The notification

will also inform applicants whether the changes are posted for comments, and whether application re-evaluation will be required.

Re-evaluation – This step is applicable to those change requests that require re-evaluation of the application. Once ICANN org notifies the applicant that the changes are made and that re-evaluation is required, ICANN org will engage with the applicant to proceed with the re-evaluation process. Under the re-evaluation step, the applicant will be sent an invoice for the re-evaluation fee.

Below is a graphic depicting the application change process.