

# REGISTRAR SERVICES ACCREDITATION APPLICATION PROCESS AND TIMELINE

## CONFIRMATION OF RECEIPT (PHASE I)

2 Business Days

- Application is received and a new applicant account is created in RADAR.
- Finance notified to confirm receipt of application fee.\*\*
- IANA notified of new "applicant" GURID.
- Case ticket created; applicant notified of application receipt.

## INITIAL REVIEW (PHASE II)

1 Week

Review for application completeness:

- Check required supporting documents, focusing on financials.
- Completeness of all application questions.
- Request if applicable: Compliance Status Report (CSR) of existing affiliated registrar family; Language Services (*Review TAT 2 business days*)

## DETAILED REVIEW (PHASE III)

1 Month

Understanding of Questions & Answers:

- Office of Foreign Assets Control (OFAC) check.
- Search engine/UDRP on all principals/applicant.
- 3<sup>rd</sup> Party Background check (*TAT 2 weeks*)
- If applicable: Translation of Registration & Reseller Agreements (*TAT 1 week*)
- Application submission

## APPLICATION APPROVAL (PHASE IV)

5 Business Days

Full application and memo with recommendation submitted to Senior Director, Registrar Relations for final approval.

## CONTRACT ISSUANCE (PHASE V)

2 Weeks

Upon application approval:

- Annual accreditation fee invoice requested from Finance
- Registrar Applicant notified of approval and sent RAA (via DocuSign), Registrar Information Specification (RIS), RDE enrollment letter, RADAR Contact form and annual accreditation fee invoice.

## COMPLETION OF PROCESS AND ANNOUNCEMENT (PHASE VI)

- Confirm receipt of accreditation fee payment, signed RAA and RDE Agreement, RIS and RADAR Contact form
- Update registrar account in RADAR
- Send new registrar "welcome packet" (PDF)
- New registrar announcements sent out to ICANN and Registries