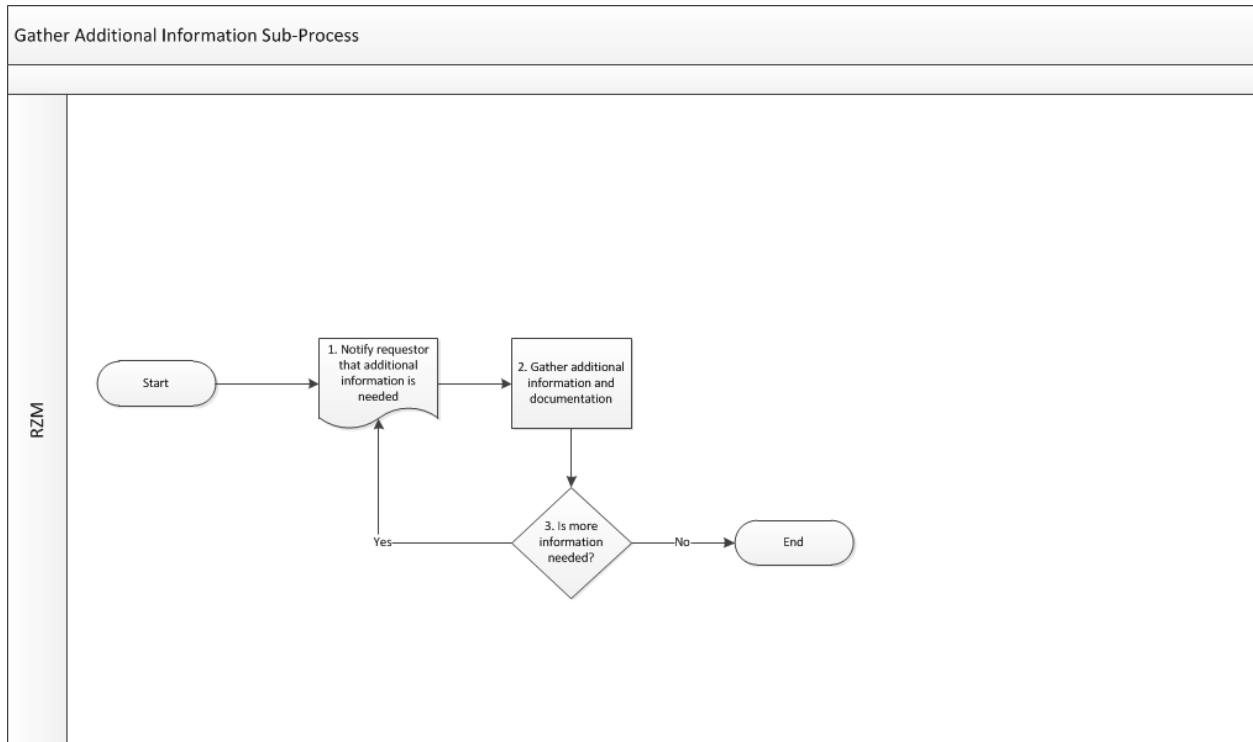# Gather Additional Information Sub-Process

[Edit Document](#)

Gather Additional Information Sub-process

Overview:

This sub-process describes how IANA staff gathers additional information and documentation in support of the root zone request.

1.	**Notify requestor that additional information is needed.**
Description	Document, in which IANA staff notifies the requestor that additional information and/or documentation is needed in support of their root zone request.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted
Steps	- Login to RT and review the changes that are being requested. - Proceed to **Step 2.**

2.	**Gather additional information and documentation**
Description	Action, in which IANA staff gathers the additional information and documentation from the requestor.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted - Provided information and documentation
Steps	- Gather the additional information and documentation from the requestor. - Proceed to **Step 3** .

3.	**Is more information needed?**
Description	Decision, in which IANA staff determines whether more information and/or documentation is needed in support of the request.
Actor	IANA staff
Documents	- RT: Reference to internal link redacted - Provided information and documentation
Steps	- Review the provided documentation and determine whether more information is needed. - Yes, if more information is needed, go to **Step 1** . - No, if more information is not needed, proceed to **END.**