
WCAAN

WILLING CITIZENS' AUTHORITY FOR ASSIGNED NAMES

Filing packet

Form WCAAN-FILING-01 Revision 2026-08

Use this packet for membership, delegation and DNSSEC changes, transfers, emergency action, annual assurance, incident notice, correction, or reconsideration. Complete the common record and only the schedules that apply.

Filing route	Electronic filing is not yet open. Preparation of this packet does not create a case.
Status	Public WCAAN filing instrument. It records a request or notice. It does not itself approve a change or establish that a filing has been received.

Filing class

Select every class that applies. WCAAN may separate a filing where the requested acts require different evidence or decisions.

- | | |
|---|--|
| ☐ Member NIC admission | ☐ New delegation |
| ☐ Delegation data change | ☐ DNSSEC change |
| ☐ Registry operator transfer | ☐ Contact or signatory change |
| ☐ Emergency change | ☐ Annual assurance |
| ☐ Incident notification | ☐ Correction |
| ☐ Reconsideration | |

Applicant and authority

Organization or person making the filing

Authorized representative, office, and contact details

Authority to bind the affected organization or namespace

Applicant reference, if any

-
- ☐ Evidence of authority is attached and labelled.
- ☐ A public contact version is attached where the evidence contains protected personal information.

Requested act

Decision, change, notice, correction, or review requested from WCAAN

Affected namespace, institution, decision, or public record

Requested effective date, time, and
time basis

State and restoration

Current state, including the evidence used to establish it

Intended state after the requested act

Safe fallback or restoration state

Conditions that trigger rollback or prevent implementation

Person or organization authorized to approve rollback

Evidence index

Number every annex and state the factual claim it supports. Do not attach credentials, private keys, passwords, recovery secrets, or unrelated personal information.

Annex	Evidence and claim supported	Public treatment

Publication treatment

- ☐ A complete public version is attached.
- ☐ No redaction is requested.
- ☐ A redaction schedule is attached, identifying each item, the reason, and a review date.

Schedule A: membership or new delegation

Complete this schedule for member NIC admission or a new delegation.

Proposed member NIC or registry authority

Requested delegation in canonical A-label form, including the final dot

Institutional or legal basis for authority over the proposed registry activity

Registry purpose, eligibility rules, and policy responsibility

Public registration, RDAP, and registry service arrangements

Continuity, recovery, and transfer arrangements

Duties of care accepted in relation to the shared root and its other partners

Required annexes

☐ Authority and representative evidence	WCAAN use: ☐ accepted ☐ deficient
☐ Registry policy and public service description	WCAAN use: ☐ accepted ☐ deficient
☐ Technical delegation and DNSSEC schedule	WCAAN use: ☐ accepted ☐ deficient
☐ Continuity and recovery evidence	WCAAN use: ☐ accepted ☐ deficient
☐ Proposed public record	WCAAN use: ☐ accepted ☐ deficient

Schedule B: delegation, DNSSEC, transfer, or contact change

Complete the relevant parts. Use canonical DNS names in lower-case A-label form with the final dot.

Delegation data

Exact current NS, glue, and related root data

Exact proposed NS, glue, and related root data

Authoritative reachability and consistency evidence

DNSSEC data

Current DS records and matching DNSKEY evidence

Proposed DS records and matching DNSKEY evidence

Rollover sequence, overlap, observation method, and removal conditions

☐ Removal of the final DS record is explicitly intended and authorized.

Transfer or contact data

Existing and successor authority, with independent confirmation where applicable

Continuity of registrants, registry data, DNS, DNSSEC, EPP, and RDAP

Contacts or signatories becoming current and obsolete

Schedule C: emergency change

Complete this schedule only where waiting for ordinary notice would create significant technical failure or downtime.

Active harm and affected users, services, or namespaces

Why ordinary timing would materially worsen the harm

Narrow temporary state requested

Latest expiry of temporary authority

Evidence available now and uncertainty that remains

Restoration state and rollback trigger

Ordinary filing, consultation, or confirmation that will follow

Declaration

The applicant confirms that emergency treatment is requested because delay would create material technical harm, not merely because ordinary review is inconvenient. The temporary state remains subject to refusal, rollback, expiry, and the public record.

Schedule D: annual assurance

State what was examined, by whom, and the period covered. An assurance does not establish facts that were not tested.

Assurance period

Responsible person or assessor

Matter	Result	Evidence or exception
Authority and representation		
Registry policy and public services		
Authoritative DNS and DNSSEC		
Recovery and continuity		
Material incidents and corrections		
Outstanding technical exceptions		

Material change since the previous assurance

Assurance statement

Declaration

To the best of the signatory’s knowledge and on the evidence identified above, the filing describes the member NIC’s current authority, controls, exceptions, and material incidents. Unknown or untested matters are stated as such.

Schedule E: incident notification

Distinguish observed fact from inference. Distinguish technical cause from institutional cause where they differ.

First observed date and time, with time basis _____

Detection method _____

Affected namespace, service, data, or authority

Observed user or partner effect

Containment and restoration actions

Technical cause and supporting evidence

Institutional cause, where different

Remaining uncertainty and next evidence expected

Corrective work, responsible party, and review date

- ☐ This is an initial notice. A later version will preserve this account.
- ☐ This is a later version. The preceding version and changes are attached.

Schedule F: correction or reconsideration

- ☐ Correction of a factual, clerical, or technical error in the public record
- ☐ Reconsideration of a material error in authority, fact, procedure, conflict handling, or reasoning

Challenged case, decision, notice, or exact published statement

Error alleged and why it is material

Evidence establishing the error

Effect on the applicant, another partner, the public record, or root state

Corrected text or result requested

Whether the evidence was previously available, and if so how it was presented

Consultation information

- ☐ The matter is likely to affect another member, namespace, or publication partner.
- ☐ The filer requests consultation and has stated the questions that should be put.
- ☐ The filer requests a shorter period and has attached evidence of urgency.

Affected parties, proposed questions, and requested notice treatment

Declaration and signature

Declaration

The signatory is authorized to make this filing. The packet identifies the requested act, relevant current state, intended state, applicable fallback, and evidence on which WCAAN is asked to rely. No fact is represented as established where the available evidence supports only an inference or remains insufficient. The signatory understands that this packet does not itself create a case or authorize a root change.

Name and office

Signature

Date (UTC)

Authorisation reference, if used

Information handling

WCAAN uses the information in this filing to authenticate the request, assess it, maintain the root and membership record, and preserve an auditable decision file. Operational contact details and technical material may be disclosed to Tan’s Network where publication or implementation requires it. WCAAN may publish the decision, its reasons, and non-confidential root data. Marking material confidential does not bind WCAAN where disclosure is required to operate or explain the root. Do not include personal information that the procedure does not require.

Submission check

- ☐ The current revision of this form has been used.
- ☐ Every mandatory field is complete or marked “not applicable” with a reason.
- ☐ The filing is signed by an authorised signatory or authenticated through an approved electronic channel.
- ☐ Evidence is labelled with the form code and applicant reference.

WCAAN record after receipt

WCAAN administrative use

Case reference:

Date and accepted channel:

Completeness result and missing material:

Public version and withholding record:

Next action and responsible party:

Decision and implementation references: