

**Part III: To be completed by Vice Chancellor, Dean, Department Chair, Director or Designee.
(This request must be signed by an appropriate departmental officer or it will not be processed.)**

Note: In exceptional cases, a domain name request may be denied because there is a clear institutional reason why it would not be in the best interests of the University. In such a case, you will be notified of the reason. See UCLA Policy 411, Section IV.B, for more information.

Authorized by: _____ (Print name and title)	Date: _____

(Signature)	

Submitting this form:

A completed online Domain Name Service Request (IT Services Web Center) <<http://webcenter.it.ucla.edu>> must be submitted with all Internal Domain Name requests. After submitting an online request, please FAX or mail the signed copy of this form to IT Services: FAX: 310-983-3707; IT Services mailing address: IT Services Client Support, 741 Charles E. Young Drive South (CSB-1, 2nd floor), Campus Mail Code: 136308. For additional questions, call the IT Services Client Support: 310-825-8000 option 3.

Part IV: To be completed by University Communications

Reviewed by: _____ University Communications	Date: _____
Is there a clear institutional reason why the requested domain name would not be in the best interests of the University?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes: _____	
Department notified: _____	Date
Forwarded to IT Services on: _____	Date