Approval and Implementation of Domain Assignments
in the STATE.MD.US Domain

Step 1: Approval

Agencies seeking approval of new state agency domain names, whether in
STATE.MD.US or private domain name space (e.g. agency.com), should submit their
requests to:

> Andrea Greer
> Director, Web and eGov Services
> MD Department of Information Technology
> 100 Community Place
> Crownsville, MD 21032
> 410-697-9485 (office)
> 410-508-4895 (cell)
> andrea.greer@maryland.gov

Step 2: Implementation

Agencies seeking implementation of approved domains in STATE.MD.US, or private
domains that should resolve to their agency.state.md.us form of domain, should fax or
email their requests for implementation on agency letterhead to:

> DNS Administrator, Sailor Operations Center
> Fax: 410-396-3722
> Email: dnsadmin@soc.lib.md.us

The fax should be signed by an authorized agency representative, and include the
following information:

- Authorization: Proof of DOIT's approval of the requested domain name (e.g, copy
  of Mr. Greer's letter or email approving the domain).

- Domain name: State the domain name that is to be implemented (e.g.,
  xyz.state.md.us or agency.com and associated state domain).

- DNS service provider Contacts: Contact information (name, email, telephone) for
  whoever will be maintaining your domain after Sailor Operations Center sets up
  the Start of Authority (SOA) record for that domain.

  - If your DNS will be performed by your agency or a third party (e.g.
    Maryland State Archives), you must supply the name of the primary and
    secondary DNS servers for your DNS service provider.
  - If you want Sailor Operations Center to provide primary DNS for your
    domain, please consult with the Sailor DNS Administrator (410-545-6340).

- Agency Contacts: Contact information (names, telephone numbers and email
  addresses) for the person(s) and/or contractor(s) authorized to request technical
  and administrative changes for the requested domain.