**Transfer of a registered domain to a new registrar**

**Goal/Scenario -**Transfer of a registered domain name to a new registrar.

**Brief Format Use Case**

**Use Case:** When someone wishes to transfer their domain registration to a new registrar, they must contact the losing registrar to ensure the domain is unlocked, the EPP key is issued, and the whois information is correct. They must then contact the new registrar and raise a transfer request with them, providing the EPP code. On receipt of a transfer request, the receiving registrar will check that the EPP key is valid, that the domain is unlocked and that the admin-contact email address is valid. A transfer authorization email will be sent to the admin-contact by the gaining registrar. The registrant will need to confirm/deny this transfer request as outlined in the email. Once confirmed the transfer will proceed within five days. To complete this process the registrar will need the EPP key, the domain status, the domain creation date and expiration date, and the email address of the admin-contact listed on the whois.

**Main Use Case:** Transferring a currently registered domain name to a new registrar.

**Casual Format Use Case**

**Title:** Transfer of a registered domain name to a new registrar

**Primary Actor:** Registrant

**Other stakeholders:** Registry, gaining registrar, losing registrar

**Scope:** Interacting with a registrar

**Level:** User Task

**Data Elements:** Transfer EPP key, domain status, domain creation date and expiry date, admin contact email address, nameservers/DNS records.

**Story:** Registrars will need to collect 4 key pieces of information to effect a domain transfer, in addition the account and billing information details.

1. The registrant needs to provide the gaining registrar with a **valid EPP (transfer authorization code)** which is issued by the losing registrar. The gaining registrar validates this EPP key with the losing registrar.
2. The gaining registar will check that the **domain status** is “ok” or unlocked for transfer.
3. The gaining registar will check that the domain is not past **expiry**, and the **creation date** is greater than 60 days old.
4. The gaining registrar will send a transfer authorization email to the listed **email address for the admin contact** on the whois. This can be obfuscated eg. by whois privacy, or incorrect details provided at registration

The domain transfer will complete once all above conditions have been met and the transfer authorization email has been accepted. Please see an example below.

