



Article #: 030007	Updated Date: 10 January 2012
Article Name: Evaluation question #7: Secondary Contact	AGB Reference: Sections 1.2.1 and 1.4.1.1
Version #: v03	Category: Supplemental Notes

[Supplemental Notes](#)  
[Best Practice Suggestions](#)

## **1. SUPPLEMENTAL NOTES:**

### **10 January 2012**

1.4 *[This Supplemental Note replaces Supplemental Note 1.3 and 1.3.A dated 15 November 2011 and 21 December 2011, respectively]* The purpose of collecting personal information on the secondary contact is to complete a meaningful background and other checks in an efficient and effective manner.

To meet this purpose and reduce the possibility of collecting inaccurate information, applicants are required to provide the following information for the secondary contact:

- Full Legal Name;
- Date of Birth;
- Country of Birth; and
- City and Country of Primary Residence.

To help reduce the possibility of collecting inaccurate information, applicants may also provide the following optional information:

- Residential Street Address;
- Province/State; and
- Postal Code.

Laws might restrict the disclosure of certain information. Accordingly, an applicant should provide what is legally permissible in their jurisdiction. The background screening and other service providers will perform checks based on the information provided.

If the results of the checks are inconclusive, ICANN may require the applicant to provide additional information, or provide consent to obtain additional information. This is based on the availability of public information and jurisdictional requirements.

As stated in section 1.2.1 of the Applicant Guidebook, ICANN reserves the right to deny an otherwise qualified application based on any information identified during the background screening process.

### **21 December 2011**

1.3.A *[Update to Supplemental Note 1.3 dated 15 November 2011]* Background screening, as well as all evaluations are performed on the applicant, not the parent company. The goal of the background



screening program is to ensure meaningful background checks are conducted while reducing the potential for false-positive and false-negative checks. Pursuant to discussions with the selected background screening service provider personal residential information is being limited to city, country, and postal code of the individual's primary residence. Street number and street name will now be optional. In addition, applicants must list the country of birth and birthdate for all individuals in the application. Finally, ICANN may require the applicant to provide additional information or consent to obtain additional information should the need arise. The latter is based on the results of publicly available information as well as jurisdictional requirements.

## **15 November 2011**

- 1.1 Primary contact must be an individual and cannot be a department or group within a company.
- 1.2 Primary contact's email address should be the contact's email address and not a role account or an email distribution list/ mailing.
- 1.3 ICANN is currently in the process of selecting a background screening service provider. Once a background screening service provider is selected, ICANN will work with the selected service provider to determine the minimum required information to collect in order to perform a meaningful background screening.

## **2. BEST PRACTICE SUGGESTIONS:**

### **15 November 2011**

- 2.1 Applicants should read each evaluation question in its entirety, including the notes, criteria, and scoring text. The answer should address all criteria specified, and include detailed rationale demonstrating a thorough understanding of the criteria (i.e., show your work).
- 2.2 If acronyms are used, applicants should spell out the first instance, even if the acronyms represent a common term/product/service.

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