

# PRACTICAL GUIDE

for the registration and verification of the  
subdomain name ".MD"



*\*This guide is developed by P.I. Information Technology and Cyber Security Service", as National Registrar of the ".md" top level domain, in order to guide and consult individuals and legal entities on the procedure for checking the availability and/or registration of a ".md" subdomain name through the website [www.nic.md](http://www.nic.md)*

# DEFINITIONS

**Registrar** - a legal person or authorized entity properly empowered to carry out the necessary activities to prepare the Subdomain Names Registration under the .md Top Level Domain in the territory it is authorized for under a contract with the National Registry/Registrar in order to provide subdomain name registration services to registrants.

**Registrant** - every natural or legal person who has the right to use a name registered in the .md Top Level Domain and who has the right to request, modify and cancel the registration data of the name in the assigned subdomain.

**Top level domain .md** - National Top Level Domain assigned to the Republic of Moldova, in accordance with the two-letter codes of the ISO 3166-1 standard for names of countries or territories, delegated to the "Information Technology and Cybersecurity Service" by the Memorandum of Understanding between the Internet Corporation for Assigned Names and Numbers (ICANN) and the "Information Technology and Cybersecurity Service", as the Administrator empowered to manage ccTLD.md.

**.md DOMAIN NAME REGISTRY** - database of all subdomain names, their holders and other persons or information related to the subdomain name, that was created and is owned by the "Information Technology and Cyber Security Service". It is the source for the allocation of domain names in the .md zone, hosted on the primary domain name server.

**WHOIS** - is a public database for information purposes only. Accessing the Registry's website [www.nic.md](http://www.nic.md) and entering the subdomain name in the WHOIS search engine, users can view information about the .md DOMAIN NAME, country of origin of the REGISTRANT, creation date, expiration date, state, DNS data.



# REGISTRATION AND VERIFICATION PROCEDURE OF THE SUBDOMAIN NAME ".MD"

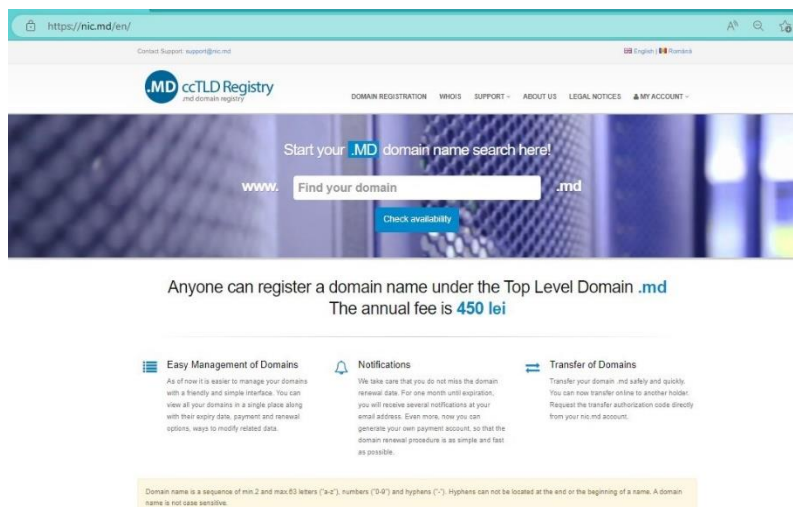
The registration procedure of .md subdomains is simple and convenient. The Registry of .md domain names carries out registration on a non-discriminatory basis, according to the "first come - first served" principle, if the REGISTRANT has fulfilled all the registration requirements.

Any natural or legal person can register a .md subdomain name and select the country of residence according to the available list. If the country of residence is not in the list of available countries, then the potential Registrant can consult the official National Registrar Dealers. The application for registration of a subdomain name represents for the .md DOMAIN NAME REGISTRY the applicant's guarantee that the registration can be made legally and that he has the right to use the subdomain name applied for.

In order to check the availability and register a ".md" subdomain name, the following steps are required::

## THE 1ST STEP: ACCESS THE REGISTRAR'S WEBSITE

The Registrar's website can be accessed at <https://nic.md> using any modern web browser which runs on a computer, mobile phone or tablet.



The screenshot shows the homepage of the .MD ccTLD Registry website. The URL in the browser is <https://nic.md/en/>. The page features a search bar with the text "Start your .MD domain name search here!" and a "Check availability" button. Below the search bar, it states "Anyone can register a domain name under the Top Level Domain .md" and "The annual fee is 450 lei". There are three main sections: "Easy Management of Domains", "Notifications", and "Transfer of Domains". A footer note states: "Domain name is a sequence of min 2 and max 63 letters ('a-z'), numbers ('0-9') and hyphens ('-'). Hyphens can not be located at the end or the beginning of a name. A domain name is not case sensitive."



## The 2nd STEP

### CHECK THE AVAILABILITY OF THE SUBDOMAIN NAME

In order to register a new subdomain name, it is necessary to check its availability. The actual check is carried out following these steps:

1. From the main menu, go to the submenu "Domain registration".
2. Type in the desired subdomain name and then click on the "Check availability" button.
3. The site will display information on the availability of the desired subdomain under 2 response options :

The 1st variant. Sorry, **registrationdomain.md** is already registered choose another subdomain name

The screenshot shows the 'Register New Domain' page. At the top, there is a navigation menu with links for 'DOMAIN REGISTRATION', 'WHOIS', 'SUPPORT', 'ABOUT US', 'LEGAL NOTICES', and 'MY ACCOUNT'. Below the header, the main heading is 'Register New Domain'. A sub-heading reads 'Start registration by checking domain availability'. A text prompt says 'Type a domain name and then press "Search" button.' Below this is a search form with 'www.' on the left, a text input field containing 'domain name', '.md' on the right, and a blue 'Check availability' button. A small disclaimer below the form states: 'Domain name is a sequence of maximum 63 letters ("a-z"), numbers ("0-9") and hyphens ("-"). Hyphens can not be located at the end or the beginning of a name. A domain name is not case sensitive.'

The screenshot shows the 'Register New Domain' page. The main heading is 'Register New Domain'. Below the header, the main heading is 'Register New Domain'. A message reads: 'Sorry, **registrationdomain.md** is already registered, choose another domain name'. Below this is a sub-heading 'Start registration by checking domain availability'. A text prompt says 'Type a domain name and then press "Search" button.' Below this is a search form with 'www.' on the left, a text input field containing 'registrationdomain', '.md' on the right, and a blue 'Check availability' button. A small disclaimer below the form states: 'Domain name is a sequence of maximum 63 letters ("a-z"), numbers ("0-9") and hyphens ("-"). Hyphens can not be located at the end or the beginning of a name. A domain name is not case sensitive.'

**The 2nd variant.. YES!** domainname.md is available for registration.

The screenshot shows the 'New Domain Registration' page. At the top, there is a navigation menu with links for 'DOMAIN REGISTRATION', 'WHOIS', 'SUPPORT', 'ABOUT US', 'LEGAL NOTICES', and 'MY ACCOUNT'. Below the header, the main heading is 'New Domain Registration'. A message reads: 'YES! **domainname.md** is available for registration. Start now!'. Below this is a sub-heading 'Start registration by checking domain availability'. A text prompt says 'Type a domain name and then press "Search" button.' Below this is a search form with 'www.' on the left, a text input field containing 'domainname', '.md' on the right, and a blue 'Check availability' button. A small disclaimer below the form states: 'Domain name is a sequence of maximum 63 letters ("a-z"), numbers ("0-9") and hyphens ("-"). Hyphens can not be located at the end or the beginning of a name. A domain name is not case sensitive.'

**NOTICE!** The subdomain name can contain at least 2 characters a maximum of 63 alpha-numeric characters (a-z,0-9) and a hyphen (-). The subdomain name cannot begin or end with a hyphen (-) and does not allow for lowercase or uppercase characters.



## The 3RD STEP

### CREATE NEW USER ACCOUNT

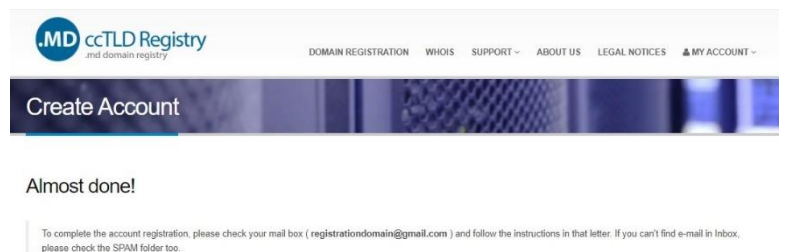
In order to benefit from the online services offered by the NATIONAL REGISTRAR OF TOP-LEVEL DOMAIN .MD through the nic.md website, the user must create an account. The new account can be created by a natural or legal person.

#### Follow the steps:

1. Go to <https://nic.md>
2. From the main menu go to "My account" - "Create new account".
3. In the registration form fill in all existing fields, as all fields are mandatory. Please indicate a valid and working e-mail address, this will be used for the login, password reset procedure and other operations. The password must be complex and secure. At the end of the form please tick "I am not a robot".
4. Click "Create account", if the system identifies incorrectly filled fields they will be highlighted in red.
5. At the next stage the system will send a confirmation email to the email address indicated in the form. Check the mailbox and follow the instructions indicated in that letter. If the letter is not found in your INBOX, check the SPAM folder as well.
6. The new account will be activated only after you confirm its creation by clicking on the confirmation link received by email.

The screenshot shows the 'CREATE AN ACCOUNT' form on the .MD ccTLD Registry website. The form is titled 'CREATE AN ACCOUNT' and includes the following fields and elements:

- Username (E-mail Address):** A text input field containing 'registratordomain@gmail.com'. A note below states: 'Please insert valid e-mail address, it will be used as USERNAME and for password reset.'
- Password:** A text input field with a strength indicator.
- Re-order Password:** A text input field with a strength indicator.
- Person Type:** A dropdown menu with 'Private Person' selected.
- Contact Person Name:** A text input field for 'Name Surname'.
- Phone Number:** A text input field containing '1234567890'.
- Street Address:** A text input field for 'Street Name'.
- City:** A text input field for 'City Name'.
- Postal code:** A text input field for 'Postal code number'.
- Country:** A dropdown menu with 'Moldova' selected.
- Terms and Conditions:** A checkbox labeled 'I read and accept Terms and Conditions' which is checked.
- Security:** A 'I'm not a robot' checkbox with a reCAPTCHA logo.
- Submit:** A blue 'Create' button.

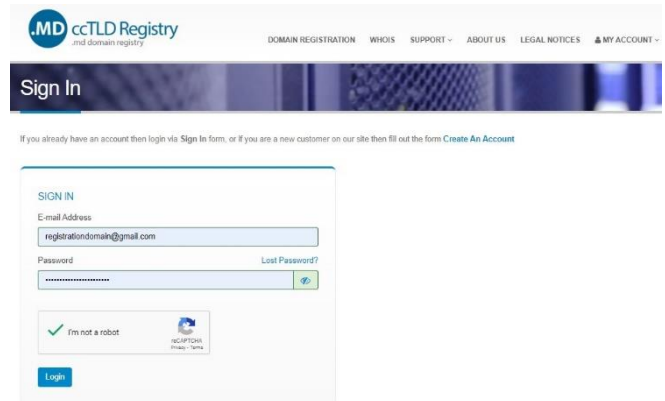


## THE 4TH STEP: LOG IN ACCOUNT

If you have already had an active user account, you can log in.

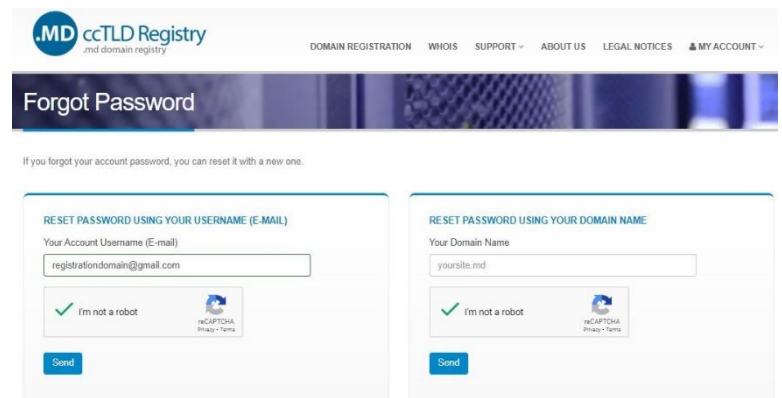
### Follow the steps:

1. Go to <https://nic.md>
2. From the main menu go to "My account - "Log in".
3. Enter your email address (username) and password, at the end of the form tick "I am not a robot".
4. After logging in successfully, you will be redirected to the "My Domains" page.



The screenshot shows the 'Sign In' page of the .MD ccTLD Registry. The page header includes the logo and navigation links: DOMAIN REGISTRATION, WHOIS, SUPPORT, ABOUT US, LEGAL NOTICES, and MY ACCOUNT. Below the header is a 'Sign In' section with a form. The form has two input fields: 'E-mail Address' (containing 'registrationdomain@gmail.com') and 'Password'. There is a 'Lost Password?' link next to the password field. Below the fields is a CAPTCHA widget with the text 'I'm not a robot' and a 'Login' button.

- In case you have forgotten your password in your subdomain management account, use the Password Reset service by following the steps:
  1. Go to <https://nic.md>
  2. From the main menu go to "My account -> Forgot password".
  3. Choose one of the two password reset methods:
    - - Reset password using Username (E-mail)
    - - Reset password using Subdomain Name



The screenshot shows the 'Forgot Password' page of the .MD ccTLD Registry. The page header is the same as the Sign In page. Below the header is a 'Forgot Password' section with a heading: 'If you forgot your account password, you can reset it with a new one.' There are two forms side-by-side. The left form is titled 'RESET PASSWORD USING YOUR USERNAME (E-MAIL)' and has an input field for 'Your Account Username (E-mail)' (containing 'registrationdomain@gmail.com') and a 'Send' button. The right form is titled 'RESET PASSWORD USING YOUR DOMAIN NAME' and has an input field for 'Your Domain Name' (containing 'yoursite.md') and a 'Send' button. Both forms include a CAPTCHA widget with the text 'I'm not a robot'.



## THE 5TH STEP:

# REGISTRATION OF DESIRED DOMAIN NAME

After logging into your account, please start the procedure of registering your subdomain name directly, by going through 5 steps:

### The 1st stage:

Fill in the form "Administrative Contacts (Registrant)". All the fields are mandatory. Before clicking on the "Next step" button, it is necessary to tick all the fields

### The 2nd stage:

Fill in the form "Contacts Billing". This data is required to generate the payment account. When it is filled in, click on the "Next step" button.

The screenshot shows the 'Administrative Contacts (Registrant)' form. At the top, there is a navigation bar with the .MD ccTLD Registry logo and links for 'DOMAIN REGISTRATION', 'WHOIS', 'SUPPORT', 'ABOUT US', and 'LEGAL NOTICES'. Below the navigation bar is a header with 'Register New Domain' and a message: 'Yes! Domain registrationdomain.md is available for registration. Start now!'. A progress indicator shows five steps: 1. ADMINISTRATIVE CONTACTS (highlighted), 2. BILLING CONTACTS, 3. TECHNICAL CONTACTS, 4. NO DELEGATION, and 5. PAYMENT. The form fields include: 'The domain owner is' (dropdown menu), 'Administrative Contact Name' (text input), 'Email' (text input), 'Phone Number' (text input), 'Street Address' (text input), 'City' (text input), 'Postal Code' (text input), and 'Country' (dropdown menu). There are checkboxes for 'I accept Terms and Conditions' and 'In accordance with Law no. 133 of July 8, 2011 regarding the protection of personal data...'. At the bottom, there are 'Back' and 'Continue' buttons.

This is a duplicate of the screenshot above, showing the 'Administrative Contacts (Registrant)' form.

The screenshot shows the 'Billing Contacts' form. The progress indicator shows step 2, 'BILLING CONTACTS', highlighted. The form fields include: 'Billing offered by' (dropdown menu), 'Personal Fiscal Code' (text input), 'Contact Person Name' (text input), 'Email' (text input), 'Phone Number' (text input), 'Street Address' (text input), 'City' (text input), 'Postal Code' (text input), and 'Country' (dropdown menu). At the bottom, there are 'Back' and 'Continue' buttons.

### The 3rd stage:

Fill in the "Technical Contacts" form.. The technical details are the contacts who provide the technical maintenance of the domain (the IT company that maintains the site). All fields are mandatory. When it is filled in, click on the "Next step" button."



## The 4th stage

Complete the "NS Delegation" form.

Notice! In order to make the subdomain operational you need to set at least Primary NS Name and Secondary NS Name which can be obtained from the Web Hosting company that will host your subdomain. If you do not want to set the NS Name, leave the fields blank. These ones can be set later..

The screenshot shows the 'Register New Domain' page for the .MD ccTLD Registry. The page is titled 'Register New Domain' and features a progress bar with five steps: 1. ADMINISTRATIVE (REGISTRANT) CONTACTS, 2. BILLING CONTACTS, 3. TECHNICAL CONTACTS, 4. NS DELEGATION (highlighted in blue), and 5. PAYMENT. Below the progress bar, there are input fields for 'Primary NS HostName', 'Primary NS NetAddress (IP)', 'Secondary NS HostName', and 'Secondary NS NetAddress (IP)'. A '+ More Nameservers' button is located below these fields. A section titled 'What is NS Delegation' provides instructions: 'A domain name must have at least Primary and Secondary NS HostName valid entries. To get nameservers entries, please contact your WebHosting Service Company. If you do not want to set NS HostNames then leave all fields blank, they can be set later.' Below this text is a checkbox labeled 'I'm not a robot' and a CAPTCHA image. A blue 'Reserve Domain' button is at the bottom, with a small note '(and go to Payment step)' below it.

After filling in the "NS Delegation" form and ticking the "I have read and agree to comply with the Terms and Conditions" field for registering and managing domain names within the ".md" Top Level Domain, click on the "Domain Reservation" button.

### NOTICE!

The subdomain can be reserved for a maximum of 6 calendar days, after which it reverts to free domain status and can be reserved by any other user. In addition, the Registry may apply additional measures regarding the consecutive reservation of the same subdomain name without payment and corresponding registration. Only after payment of the service, the subdomain will be considered registered.

The screenshot shows the 'Register New Domain' page for the .MD ccTLD Registry. The page is titled 'Register New Domain' and features a progress bar with five steps: 1. ADMINISTRATIVE (REGISTRANT) CONTACTS, 2. TECHNICAL CONTACTS, 3. BILLING CONTACTS, 4. NS DELEGATION, and 5. PAYMENT (highlighted in blue). Below the progress bar, there is a green message: 'Congratulations! **registrationdomain.md** is reserved for you and waiting for payment!'. Below the message is a progress bar with five steps: 1. ADMINISTRATIVE (REGISTRANT) CONTACTS, 2. TECHNICAL CONTACTS, 3. BILLING CONTACTS, 4. NS DELEGATION, and 5. PAYMENT (highlighted in blue).



www.nic.md / www.stisc.gov.md  
support@nic.md / stisc@stisc.gov.md  
Support: (022) 820 911



## The 5th stage

Payment of the subdomain name, can be done in 2 methods:

### Variant 1: Online payment via MPay.

„Immediately after accessing the "Next step for payment" field, the Government e-Payment Service will generate the payment request number and indicate the amount to be paid. It is important to tick the "Terms and Conditions" field in order to complete the payment procedure.

The screenshot shows the .MD ccTLD Registry website with the "Payment" section active. The user has selected the domain "registratordomain.md" for payment. The "Renew 1 domain(s) for" dropdown is set to "1 year - 450 lei (\$23.07)". A warning message states: "For the online issue of the Payment Order, will be used the domain Billing Contacts data for which you are making the payment. If the holder's data or billing contacts is incomplete or incorrect, please **Indicate / correct it here**, then you will proceed to the next step of online payment."

Administrative (Registrant) Contacts		Billing Contacts (Payer)	
The domain owner is:	Private Person	Payer is:	Private Person
Your Residence:	Resident in Republic of Moldova	Residence:	Resident in Republic of Moldova
Administrative Contact Name:	Xxxxxx	Administrative Contact Name:	Xxxxxx
Personal Code (IDNP):	Xxxxxxxx	Personal Code (IDNP):	Xxxxxxxx
Street Address:	XXXXXXXXXX	Street Address:	XXXXXXXXXX
City:	XXXXXXXXXX	City:	XXXXXXXXXX
Postal Code:	XXXX	Postal Code:	XXXX
Country:	Moldova	Country:	Moldova
E-mail:	registratordomain@gmail.com	E-mail:	registratordomain@gmail.com
Phone:	XXXXXXXXXX	Phone:	XXXXXXXXXX

Payment will be made through MPay - Government e-Payment Gateway, Accept Credit Cards, and Debit Cards.

Next step for online payment >

Information Technology and Cyber Security Service

Inquiry no. SC402883

I have read and accepted the Terms and Conditions of MPay and I express my consent for processing of my personal data when making this payment.

SEARCH INQUIRY NO. BACK

SUPPORT CENTER electronic public services 0 22 820 000 support.mpay@gov.md

VISA @GOV

### Variant 2: Payment to the bank.

If you select bank payment, the system offers you the bill for payment by generating it. The payment for the subdomain can only be made by the Payer - according to the data filled in the "Billing Contacts" field. If the data of the Registrant or the Payer are incomplete or wrong, please indicate/correct them. If all data are correct and valid click on the button "Click to generate payment account".

The screenshot shows the .MD ccTLD Registry website with the "Payment" section active. The user has selected the domain "registratordomain.md" for payment. The "Renew 1 domain(s) for" dropdown is set to "1 year - 450 lei". A warning message states: "For the online issue of the Payment Order, will be used the domain Billing Contacts data for which you are making the payment. If the Administrative (Registrant) Contacts and Billing Contacts are incomplete or incorrect, please **Indicate / correct it here**, after that generates the Payment Order."

Administrative (Registrant) Contacts		Billing Contacts (Payer)	
The domain owner is:	Private Person	Payer is:	Private Person
Your Residence:	Resident in Republic of Moldova	Residence:	Resident in Republic of Moldova
Administrative Contact Name:	Xxxxxx	Administrative Contact Name:	Xxxxxx
Personal Code (IDNP):	Xxxxxxxx	Personal Code (IDNP):	Xxxxxxxx
Street Address:	XXXXXXXXXX	Street Address:	XXXXXXXXXX
City:	XXXXXXXXXX	City:	XXXXXXXXXX
Postal Code:	XXXX	Postal Code:	XXXX
Country:	Moldova	Country:	Moldova
E-mail:	registratordomain@gmail.com	E-mail:	registratordomain@gmail.com
Phone:	XXXXXXXXXX	Phone:	XXXXXXXXXX

Click to Generate Invoice >



## MODIFICATIONS AND TRANSFERS OF THE SUBDOMAIN NAME .MD

- ◆ Modification or correction of a spelling mistake in the .md SUBDOMAIN NAME is not permitted. Once a subdomain name is registered or extended, the action is deemed to be consummated, the fee paid is non-refundable, and the subdomain name enters into the exclusive use of the REGISTRANT..
- ◆ Changes to a subdomain name can be made from the customer's user account on [www.nic.md](http://www.nic.md) or via the Registry's accredited partners. In addition, any changes can only be made and confirmed via the Registrant's e-mail address (in the "Administrative Contact" field)...
- ◆ Modification of DNS information for a registered subdomain name is carried out from the customer's user account on [www.nic.md](http://www.nic.md). The modification action can only be carried out and confirmed via the Registrant's e-mail address (from the "Administrative Contacts" field).
- ◆ The transfer of a subdomain name to another Registrant or Registrar can be done online upon the request of the transfer code by the Registrant or Registrar. Once the procedure is initiated, the system will display the notification requesting confirmation of the action by clicking on the "Yes, Transfer Domain to another user account" button and will also inform that the transfer code will be sent to the e-mail address of the Administrative Contact (with the full name of the e-mail address) and will be valid for 72 hours. Subdomain that is in dispute or has expired cannot be transferred..

### NOTICE!

The .md top level domain name registration service is offered for a minimum of one year and a maximum of 5 years. At the end of the one-year term, the Registrant is responsible for renewing his subdomain name...





P.I. "Information Technology and Cyber Security Service"  
is the National Registrar of .md domains. Our mission is to make the subdomain registration process  
accessible to all applicants on a "first come, first served" principle.



[www.nic.md](http://www.nic.md) / [www.stisc.gov.md](http://www.stisc.gov.md)



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