.brussels   .vlaanderen

LIMITED REGISTRATION PERIOD FOR PRIVATE INDIVIDUALS

During this phase, Belgian individuals in possession of a valid Belgian eID card may lodge an application for 'name.vlaanderen' or 'name.brussels'.

Who can apply?

Belgian individuals in possession of a valid Belgian eID card, regardless of their place of residence or the age of the holder.

A Belgian living in Switzerland can also take part in this phase and is perfectly entitled to reserve a domain name that corresponds to his or her name. However, a Swiss living in Brussels cannot take part in this phase because he or she does not have a Belgian eID card.

Underage children (minors) can take part in this phase if they have a valid Belgian eID card (the Kids-ID). No action or authorisation is required from parents if the underage person is able to make the reservation via the DNS Belgium website. If the underage person is not able to do it himself/herself, the parents may do so instead using the Kids-ID. Important: when the registration takes place via a registrar, a payment is required. That's when the assistance of parents is recommended.

What can be applied for?

You can apply for a .vlaanderen or .brussels domain name that corresponds with:

- Your family name
- Your family name and first name
- Your first name and family name
- Your family name and the first letter of your first name
- The first letter of your first name and family name

Example: during this phase, 'Jan Vandam' can apply for the following domain names: vandam.vlaanderen, vandamjan.vlaanderen, janvandam.vlaanderen, vandamj.vlaanderen and jvandam.vlaanderen. He can also apply for the .brussels variants in the same way.

Special characters, spaces, accents, etc.
A name may contain special characters, such as an apostrophe. It can also have hyphens, spaces and accent marks (é, ç, à, ê). The general rule is that you convert these characters to characters that can be registered as a domain name. To do this, you replace these marks by other characters that are permitted, such as a hyphen. Or you drop these characters altogether. Spaces and apostrophes must always be left out. Hyphens can be included, if the applicant prefers, or left out. IDN accents can also be included in the domain name.

The detailed rules used for conversion will be made available at our website well before the start of this phase. Your registrar or registration partner can also give you additional assistance if you have any specific questions about this.

A number of examples of special cases

- For example, Marie-Claire d'Epée can apply for the following: marie-clairedepée.vlaanderen, marie-clairedepee.vlaanderen, marieclairedepée.vlaanderen or marieclairedepee.vlaanderen. She can also apply for the .brussels variants in the same way.

- Gertjan d'Arenberg can apply for these domain names: gertjandarenberg.brussels or gdarenberg.brussels. He can also apply for the .vlaanderen variants in the same way.

- Hervé Dôr can apply for the following domain names: hervédôr.vlaanderen or hervedor.vlaanderen. The same thing applies for the .brussels variants.

Exceptions

Some domain names cannot be registered, or cannot be registered yet. DNS Belgium is required to abide by a number of rules imposed by ICANN.

A number of domain names will be placed on a reserved list. The domain names on this list can only be registered if they meet specific conditions. For example, this relates to the names of countries and states, the names of international organisations such as the Red Cross and the International Olympic Committee, 2-letter codes for countries such as BE for Belgium, etc. Normally speaking, only in very exceptional circumstances will there be an overlap for requests from holders who have a Belgian eID card.

When

You can lodge an application for 'yourname.vlaanderen' or yourname.brussels' **from Thursday 13th November 2014 (10.00 CET) to Monday 15th December 2014 (10.00 CET)**.

How

During this phase, you can use your eID card to apply for a .vlaanderen or .brussels domain name. Important: we only accept valid Belgian eID cards for applications. Other identity documents, international passports, residence permits, driving licences, etc. are not eligible. The reason for this is simple: online verification using the eID card is possible. This is not the case using other documents.

Applying for a domain name during this phase takes place in 2 stages:

1. validation of your personal details by eID and reserving the domain name

If you want to reserve a domain name based on your name, go through the 'eID wizard' at our website. This process starts by having the details on your eID card

read by the eID application at our website. The data on your eID card is scanned using a card reader. Lots of people have one of these devices. NB: do not confuse the eID card reader with the device you use for your e-banking. DNS Belgium has around a thousand of these eID card readers on standby. If you don't have one, you can request one in autumn from us (while stocks last).

The eID application works like this:

- you connect the card-reader to your PC and insert your eID card into the device. Your details will then be identified.
- during the identification process, we only extract your first name and last name. This data is not stored.
  NB: what is on your eID card defines the list of domain names from which you can choose. For example: your official name is 'Jozef Vandam', but everyone calls you 'Jos Vandam'. If this is the case, you cannot register josvandam.vlaanderen.
- after successfully identifying yourself, you will be shown a list of the domain names that you can apply for, based on your name. You can tick one or more of these and then reserve them.
- after you have made your selection from the domain names available, you will receive confirmation of your reservation. You will then see a reservation screen and receive a reservation e-mail. You will receive a registration code for each domain name reserved. Keep this code safe or send it on directly to your registrar so that your domain name(s) can be registered (using the registration code).

2. registering the domain name

Give your registrar the registration code(s) that you received when reserving your domain name(s) via DNS Belgium. Your registrar is only able to carry out the actual registration of the domain names reserved by you based on these codes. NB: registration codes are only valid for 7 days. If registration codes are not used within this period (7 days) to complete the registration, the reserved domain names will be released again. This means that people with the same name can reserve/register these domain names and that you will have to go through the whole eID procedure again to reserve the domain names in question.

Apart from that, there are no formalities for you to carry out. There's no need to send in any documents (such as a copy of your identity card) or have documents verified by other people.

Why register now?

At the end of the process, .vlaanderen and .brussels will be opened to the public (in phase 5). This means that anyone (so not just Belgians and Belgian companies or organisations) will be able to apply for and register domain names with these extensions. Once that happens, no specific allocation rules will apply any longer and anyone will be able to apply for and register any domain name (provided it is available).

But before these open registrations become possible, we are using this phase to offer private individuals an exclusive opportunity to establish domain names over which they can claim certain rights. Because this involves local extensions such as .vlaanderen and .brussels, we believe it is important to give Belgian private citizens the opportunity to have domain names that correspond with their name before open registrations begin. So take full advantage and register 'yourname.vlaanderen' or 'yourname.brussels'!

Another reason not to put off registering is that during this phase registrations will be on a "first come, first served" basis. Once a domain name has been registered, it will no longer be available for anyone else. If you have a popular name and are called 'Karel Peeters', for example, the first Karel Peeters to register 'karelpeeters.vlaanderen' as a domain name will immediately make it unavailable to everyone else called Karel Peeters.

Costs

During this phase, DNS Belgium will invoice an amount of **€20** per domain name to the registrar for each application. This amount is only the **wholesale price**. Any additional fee that the registrar charges to the end-customer is not included. The payment requested covers the registration for one year. You can also register the domain name for multiple years, in which case other charges apply.

It is important to know that you will only be charged by your registrar or service-provider. You will not receive any payment notice or invoice from DNS Belgium or any other party. There is no charge made for the validation of your eID card and the associated reservation of the domain names of your choice.