

# Louisiana Office of Telecommunications Management Domain Name Service Request Form (OTM-39)

[Click Here for Instructions](#)

Date \_\_\_\_\_

## Site Information

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Name of Administrative or Onsite Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Technical Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

## Request

- New Domain                       Modify Primary Name Server  
 Remove Domain                 Modify Secondary Name Server

## Comments

## Server Information

Fully-Qualified Domain Name \_\_\_\_\_

Primary Domain Name Server Host Name \_\_\_\_\_

Primary Domain Name Server IP Address \_\_\_\_\_

Secondary Domain Name Server Host Name \_\_\_\_\_

Secondary Domain Name Server IP Address \_\_\_\_\_

### If this request concerns an *la.gov* subdomain:

Does your agency intend to use "agency.la.gov" for email?                       Yes                       No

Is your agency within the Louisiana Secure Intranet (LSI)?                       Yes                       No

If your agency does reside within LSI:

Do you participate in the LSI Active Directory Forest?                       Yes                       No

Do you participate in or plan to participate in the Statewide Email service?                       Yes                       No

**Save the form in Microsoft Word. Email a copy of the saved form to [otm-wan-info@listserv.doa.la.gov](mailto:otm-wan-info@listserv.doa.la.gov).**

**Or, you may fax the completed form to OTM at 225-219-4867.**

**For assistance in completing the form, contact Enhanced Network Services at 225-219-4860**