



## Email Address Change Form

This form is to be used to change the email address on record for a domain name/account held with Freeparking, in the event that the email address presently associated with the domain name/account is not functioning or is no longer accessible.

Freeparking requires authorisation from the current **account holder** or **domain name registrant** in order to change contact email information.

### I. Registrant or Account Holder Information

Domain Name or Account Username: \_\_\_\_\_

Domain Registrant or Account Holder Name: \_\_\_\_\_

If an organisation, name of representative: \_\_\_\_\_

Current (invalid) Email Address: \_\_\_\_\_

Type of Identification provided (circle one): Drivers Licence / Passport / Company Letterhead  
Other \_\_\_\_\_ (please specify)

### II. New Email Address

Please provide the new email address that you would like associated with this domain name or account.

New (valid) Email Address: \_\_\_\_\_

Please indicate if all services related to this domain name should be updated with the new contact email address? Yes / No

### III. Authorisation

Please complete the attached letter authorising the email change, and in addition:

- **If you are an individual**, please attach a signed and dated photocopy of a valid form of identification (Note: accepted forms of identification are national or local government-issued, such as a valid driver's license or passport) or;
- **If you are representing an organisation**, please attach a letter of authorisation on your Organisation's letterhead, signed by an authorised individual e.g. Company Director.

**ONE OF THE ABOVE FORMS OF IDENTIFICATION MUST BE SUPPLIED TO AUTHORISE THIS EMAIL ADDRESS CHANGE**

Please complete this form and fax or post it to:

**Fax**

(06) 757 2883 – Within NZ  
+64 6 757 2883 - International

**Post**

Freeparking  
Level 2, 2 Devon Street East  
New Plymouth, New Zealand



### Letter of Authorisation

This letter authorises that I, \_\_\_\_\_, authorise Freeparking to change the email address for the contacts associated with the domain name or account listed in Section I of this document to the email address listed in Section II of this document.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_