Purpose
The standard that is outlined below summarizes the requirements for the creation of IN.gov domain names by executive branch agencies of the State of Indiana. This standard will: 1) ensure that content published by the State of Indiana is not lost when domain names are not renewed; 2) promote consistency in domain names for branding and IT management purposes; and 3) reduce the expenses that the State incurs associated with renewing a large number of commercial domain names.

Scope
IOT Supported Entities

Statement
The following elements are required when executive branch agencies of the State of Indiana desire to create IN.gov domain names:

1. The agency must send a request to the Indiana Office of Technology IOT Helpdesk describing the need for a new domain name. This request must explain the business case for a new domain.
2. All agencies should use the [application or program][environment][agency].in.gov namespace for all internal and external domain names. (For example, grcdev.iot.in.gov and grc.iot.in.gov.)
3. The external domain shall be a production URL only, and development URLs should not be exposed outside of the State of Indiana network.
4. Any purchased domain name must include a contact from IOT listed as one of the technical contacts on the domain registration submission.
5. IOT must register the domain and will provide all infrastructure services associated with the domain.
6. IOT requires that the certificate key file information be present, including:
   7. Common Name: [FQDN of Server or the Site URL];
   8. Organization: State of Indiana;
   9. Organizational Unit: Indiana Office of Technology;
   10. City/Locality: Indianapolis;
   11. State/Province: Indiana;
Roles
IOT Personnel

Responsibilities
All personnel shall be aware of the URL standards for their agency or unit.

Management Commitment
Management shall ensure that domain naming meets the requirement of this control standard.

Coordination Among Organizational Entities
Agencies shall coordinate with IOT when system design is developed.

Compliance
Agencies must develop an action plan for any domain name found by IOT to be in non-compliance.

Exceptions
Any agency that believes that it cannot meet the requirements for an in.gov domain name may submit an exception for review by IOT. If all of the following conditions are met, IOT may permit the agency to seek a commercial domain name: The domain will: 1) be used by people in different organizations outside of the State of Indiana in collaborative effort; 2) not be used for an agency or unit within the State of Indiana, and the requested name will not be similar to an existing agency in.gov domain name; 3) be consistent with the branding and marketing of the State of Indiana; 4) be used for a project that is part of a grant or external funding; and 5) be part of a vendor solution for which it is not possible to use the in.gov namespace.

Associated Documents
Request Sub Domain