



Domain Checklist

Print this form, fill it out entirely, make a trusted person aware of its existence, and then put it in a secure location like a locked filing cabinet or safe. Do NOT upload this information to cloud storage because it will be at risk.

Domain Information:

Domain Name	Registrar (GoDaddy, etc.)	Renewal Date
Ex: mysite.net	Namecheap	2/3/2028

Registrar Information:

Registrar	Login URL	Password	Customer Service Telephone
Ex: GoDaddy	https://godaddy.com	ABC123!@#DEF	1-480-366-3550

Security Checks:

- ☐ Domain Lock on?
- ☐ Is the domain contact up-to-date on the account? This includes Primary contact, Technical contact, etc. This needs to be reviewed yearly so you'll receive an email reminder from your registrar.
- ☐ Does my site use Cloudflare or some other CDN? Yes_____ No _____

- ☐ 2-factor on account?
- ☐ Phone number: _____
 - ☐ Authenticator app: _____
 - ☐ Email address: _____
 - ☐ Recovery codes: _____
 - ☐ _____
 - ☐ Something else: _____
- ☐ Domain protection purchased? _____
- ☐ Have I delegated access to anyone? _____
(IT company, marketing firm, etc.)
Their contact information: _____

Their level of access - i.e., DNS only, full billing access, etc. Can they
renew the domain if needed/access the billing information? _____

WHOIS contact information:

Owner Contact information:

Name: _____
Email address: _____
Telephone number: _____

Administrator Contact:

Name: _____
Email address: _____
Telephone number: _____

Technical Contact information:

Name: _____
Email address: _____
Telephone number: _____

CDN Information, if using Cloudflare, etc.

Cloudflare or other CDN login:
Username: _____
Password: _____

If using DNS other than through the registrar or CDN:

DNS information - fill in below or export/print a txt file from your account:

Nameservers:

MX:

A:

TXT:

CNAME:

Other:

Any additional information: