

Private password request Form

I _____ am the owner of _____. I am requesting
Owners name printed Company name

the following password to my account. _____
Please list what account user & passwords you are in need of

I would like this information emailed to: _____
Please print your email clearly

X _____
Owners signature Domain name Date

Your notes: _____

Instruction:

This form is only used to retrieve FTP, cPanel or domain passwords. To retrieve your billing password please visit our client page and print off the retrieve my billing password PDF.

In order to retrieve a password we do require the owner of the account to sign this request and copy it onto company letterhead.

If you do not have company letterhead please include a clear copy of a government-issued photo ID (driver's license/passport) connecting the organization with the person requesting your password.

Or include some sort of Business Registration document, Incorporation documents issued by your government.

A note about Photo IDs and Fax Machines

Faxes send images as black and white without shades of gray. As a result, a photo ID sent by Fax can easily come out as a big black rectangle on the other end. To ensure that your request is not rejected because the photo ID was illegible, try and take the following steps: Lighten the photocopy so that the text of the ID is the darkest part of the image Enlarge the ID by at least 200%, or the entire page if possible.

Note:

We will not accept requests from staff members or 3rd parties.

This request form must be requested from the owner of the domain or company & contain the owners name & signature.

In the case of dual company ownership in regards to personal or business disputes / fallouts we will require signatures from both parties.