How can I request a permanent reserved IP Address and host name?

Step 1. Check whether the hostname is already taken on MITnet.

You can do so by:

1. Submitting a query on an online form
2. Using the `hostinfo` command on Athena. For example, to find the IP address for a machine with the host name `bitsy` and the domain name `mit.edu`, you could log into Athena, and at the `athena$` prompt, enter the command

   ```
   athena$ hostinfo bitsy.mit.edu
   ```

   If the hostname already exists, you will receive information about the hostname

   ```
   Desired host: bitsy.mit.edu
   Official name: bitsy.mit.edu
   Host address: 18.72.0.3
   Host info: DEC/DECSTATION-5000.25/ULTRIX
   ```

Step 2. Request for a permanent reserved IP address and host name

Permanent reserved IPs and host names can be requested in a few ways, depending on where the IP address will be used:

- **On-campus dorm**
- **Fraternity, Sorority, or other Living Group (FSILGs)**
- **Academic and other buildings on campus**
- **Via email**

**On-campus dorm**

If the permanent reserved IP address will be used in a dorm by a student, a request should be submitted by filling out the Hostname Request form.

**Fraternity, Sorority, or other Living Group (FSILGs)**

If the permanent reserved IP address will be used in a Fraternity, Sorority, or other living group (FSILGs), you should speak with the [Network Contact] for your house to have this created.

**Academic and other buildings on campus**

If the permanent reserved IP Address will be used in an Academic building, the Request 1-4 permanent reserved IPs form may be used to submit the request.
Note that, among other information, this form asks for a cost object for tracking purposes. As of 2009, IP addresses are no longer charged for. However, IS&T will use the cost object and the machine contacts to keep track of the IP addresses. Students should get this information from a contact in their DLC if they do not know it.

**Via email**

You can also request for IP addresses by sending an email to servicedesk@mit.edu. Be sure to include ALL the following information for each machine that requires an IP address:

<table>
<thead>
<tr>
<th>Machine vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC address</td>
</tr>
<tr>
<td>Model</td>
</tr>
<tr>
<td>Operating system</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Machine contact person</td>
</tr>
<tr>
<td>Billing contact person</td>
</tr>
<tr>
<td>Two suggested hostnames</td>
</tr>
<tr>
<td>Institute cost object (account number) for tracking purposes</td>
</tr>
</tbody>
</table>

Information must be complete and submitted in either plain text or Microsoft Excel format.

**Step 3. Seeking help**

If you need help regarding IP addresses, host names, or connecting devices to MITnet, you can contact the IS&T Service Desk.