

DOCUMENTATION INSTRUCTIONS FOR PERSONAL IDENTIFICATION

Instructions to Applicant

Step 1: Please print this entire document, read it, and follow steps 2, 3 and 4 below.

Step 2: Gather the following documents:

Documentation Required for Proper Authentication of Applicant

A Principal Individual associated with the Business Entity MUST be validated in a face to face setting for the purpose of authenticating the Applicant in order for Sectigo CA to issue an SSL certificate. The following documents are required and must be presented to a Notary Public, Latin Notary, Attorney or Certified Public Accountant (hereafter referred to as Confirming Person) to be vetted for authenticity.

1. A current, valid, governmentally-issued photo I.D. (such as a driver's license, passport, personal identification card, a concealed weapons permit, military ID, or other form of government generated photo I.D).
2. *Two* forms of secondary evidence to establish your identity, both of which must contain your name. One of the secondary evidence documents must be from an acceptable financial institution and the other secondary evidence from an acceptable non-financial document:

Choose one - Acceptable financial institution documents include:

- a. A major credit card, provided it contains an expiration date and has not expired
- b. A debit card from a regulated financial institution provided it has an expiration date and has not expired.
- c. A mortgage statement from a recognizable lender that is less than six months old.
- d. A bank statement from a regulated financial institution that is less than six months old.

Choose one - Acceptable non-financial documents include:

- a. *Preferred, if available* - Recent, original, land-line telephone utility bill showing your name, address and phone number (not a mobile/cellular telephone bill)
- b. Recent original utility bill or certificate from utility company confirming the arrangements to pay for the services at a fixed address
- c. A copy of a statement for a payment of a lease, provided the statement is dated within the past six months
- d. A certified copy of a birth certificate
- e. A local authority tax bill for the past year
- f. A certified copy of a court order, such as a divorce certificate, annulment papers, or adoption papers.

Step 3: Take the required documents and all the printed pages of this “Documentation Instructions” form to the Confirming Person.

Step 4: Ask the Confirming Person to follow the instructions on page 2. You may be required to pay a fee for this service.

Instructions to Confirming Person

The person providing you this Documentation Instructions form and accompanying documents is an applicant for a Sectigo SSL Certificate.

General Instructions:

The purpose of this document is to assist in the authentication of the individual presenting this document, herein referred to as the Applicant. The Applicant has applied for a Sectigo SSL Certificate. The SSL Certificate is used to verify the Applicant.

As the Confirming Person, you are charged with the responsibility to check the validity and integrity of the Applicant's documentation listed on Page 1; Step 2. All documentation must be in the Applicant's name.

After all the Applicant's documentation has been checked and the Personal Statement Declaration has been signed and notarized, the Applicant will provide all documents to Sectigo in a manner listed on these instructions. If you have questions regarding this form or your responsibilities as the Confirming Person, please call 888-266-6361 or 703-581-6361.

SPECIFIC INSTRUCTIONS:

1. Authenticate the identity of the Applicant using the information and photo identification in the documents listed in Step 2.
2. Require the Applicant to date and sign in your presence the Personal Statement Declaration below ***and then notarize the applicant's signature on that Declaration.***
3. Complete the **Confirming Person** section.
4. Make photocopies of this form and all documents provided by the Applicant and checked by you as part of this authentication process.
5. Attest ***on the photocopy of the government id*** that it is a full, true, and accurate reproduction of the original.
6. Return the originals of the documents and forms, and photocopies of the authentication documents to the Applicant.
7. Visit <https://sectigo.com/support-ticket> and open a validation ticket. SCAN and ATTACH these forms to the ticket. Please make sure to include your order number for faster processing.

Personal Statement Declaration Made by Applicant According to Sectigo CA's SSL Certificate Requirements:

I, _____, the undersigned Applicant, declare under penalty of perjury the following:

1. That the information set forth in my Certificate application, order number _____, to Sectigo CA and set forth in this Declaration is true, complete, and accurate;
2. That the documents I have provided to the Confirming Person to substantiate the aforesaid information constitutes accurate personal information about me;
3. That I am the person referenced in the documents provided and listed herein;
4. That I have provided the following documents to a Confirming Person as required by Sectigo CA.
 - i) A current, valid, governmentally issued photo I.D. (such as a driver's license, or passport).
 - ii) A recent original Phone utility bill showing your name, address and phone number (not a mobile/cellular telephone bill)
 - iii) The following document from a financial institution: _____
 - iv) The following other evidentiary document: _____

Applicant Signature: _____ Date: _____

Applicant's Full Name (Print): _____

Applicant's Other Names Used: _____

Applicant's Address: _____

Confirming Person Statement: On the _____ day of _____, _____ there appeared before me the Applicant, _____, who, in my presence, signed and dated this Personal Statement Declaration Made by Applicant According to Sectigo's Extended Validation Certificate Requirements.

Confirming Person's Name (please print): _____

Confirming Person Signature: _____ **Date:** _____

Date of Expiration of Confirming Person's License/Commission: _____

State/Province in which Confirming Person is Licensed/Commissioned: _____

License/Commission Number: _____

I am a: Notary _____ Attorney _____ CPA _____ (Check one)

Company/Firm Name: _____

Address: _____

Street: _____

City: _____ **State/Province:** _____ **Postal Code:** _____

Country: _____

Phone: _____ **Fax:** _____