

Certificate Request Instructions

Thank you for your interest in a QuoVadis Business SSL Certificate. QuoVadis Certificates focus only on the identity of the Subject named in the Certificate, and not on the behaviour of the Subject.

Before issuing an SSL Certificate, QuoVadis performs procedures to verify that all Subject information in the Certificate is correct, and that the Applicant is authorised to use the domain name and has accepted a Subscriber Agreement for the requested Certificate. The process to receive a certificate is as follows:

Step 1 **Submit Application:** The attached form and supporting documents may be faxed to 441-295-3137 or scanned and sent in PDF format to row.support@quovadisglobal.com.

Part 1 – Organisation Details: Provide information on the Applicant (the owner of the device to be secured):

- The name of the organisation supplied in the “Company/Organisation (Legal Name)” field on the application form must be the official legal name of the organisation. These details are validated by QuoVadis to relevant Registrar of Company records.
- The “Business or Trading Name” field on the form may only be used if supported by supporting official documentation (such as Government issued document etc).
- Business SSL certificates are specific to the Host to which they have been issued (i.e., if you intend to secure <https://www.quovadisglobal.com>, then submit www.quovadisglobal.com).
- E-mail address details are optional and do not have to be included as one of the SSL certificate fields.

Part 2: Additional Details - Supply Additional Details including the Authorized Signatory and Technical Contact:

- The Authorized Signatory is must sign the declaration as a duly authorised officer of the Applicant. The Authorized Signatory may be contacted by QuoVadis as part of our certificate authentication process.
- The Technical Contact is the individual with primary responsibility for the domain in question. Renewal notifications and other service-related communications are directed to this person. The Technical Contact will be set up with a login to our SSL Subscriber portal where they can submit the CSR and collect the certificate when successful vetting has been completed.
- *Bermuda registered companies are not required to submit additional information.* Other companies may be required to submit confirmation of Internet domain ownership and at least one of the following:
 - Certified true copy of Applicant's Certificate of Incorporation (or analogous document), or
 - Certified true copy of Applicant's Memorandum of Association (or analogous document), or
 - Certified true copy of Applicant's Articles of Incorporation (or analogous document), or
 - Certified true copy of Applicant's Business Licence (or analogous document), or
 - Any power of attorney or other authority pursuant to which this Application has been signed.

Government and not-for-profit entities may provide information on letterhead from the Head of the Department confirming the organisation's contact details and proof of right. All documents must be in English or accompanied by an English translation.

Step 2 **SSL Subscriber Submits CSR:** The Technical Contact will be set up within our Trust/Link system after QuoVadis has confirmed the details of the Organisation. The Technical Contact may then submit the CSR for the Organisation for immediate processing by QuoVadis.

- QuoVadis highly recommends using 2048 bit certificates.
- Be careful to securely record the password for your private key. For security purposes, QuoVadis does not routinely escrow users' private keys.
- Please take care to keep your private key secure at all times. A private key that is compromised will be revoked. Never email a private key, especially when the email is not encrypted.

Step 3 **Receipt of Your Digital Certificate:** Once we have verified the information in the certificate, we will sign your CSR. The Technical Contact will receive an email and will be able to collect the certificate for installation through the Trust/Link portal. Instructions for CSR generation on major server types can be found in our support portal. QuoVadis will replace, revoke, or refund certificates within ten days of the issuance date at no charge.

For Further Assistance, Revocation, Support

QuoVadis Limited, Suite 1640, 48 Par-La-Ville Road, Hamilton, HM-11, Bermuda

Tel: 441 278 2800, Fax: 441 295 3137

info@quovadisglobal.com, www.quovadisglobal.com

Support (during office hours): Tel. +1 441 278 2810

Support Email: row.support@quovadisglobal.com

Application for the Issuance of Business SSL Certificates

Applicant Details (this information will be included in the Certificate)

URL, FQDN or Common Name			
Duration of Certificate (Validity)	1 year	2 years	3 years
Legal Name of Company/Organisation			
Business or Trading Name (optional)			
City, Town or Locality of the Organisation			
State or Province of the Organisation			
Country of the Organisation			
Additional SAN (Subject Alt Name) Fields (optional)			

Additional Details required by QuoVadis (this information will not be included in the Certificate)*

Business Registration Number (optional)	
Organisation's Registered or Primary Physical Office Address	
Organisation Billing Address (if different from Registered office address)	
Organisation's Main Telephone Number	

Technical Contact*

This is the person that has access to the server. The person specified here will receive a login to our Trust/Link portal where they can submit the CSR (Certificate Signing Request) and obtain a Certificate for installation. Renewal notices will also be sent via email to the person specified here before the certificate is ready to expire (unless otherwise requested).

Full Name	
Title or Role	
Contact Telephone	
e-Mail Address	

Authorised Signatory*

This is a person within the Organisation that has the authority to approve a request for an SSL certificate on behalf of that Organisation. This person should be a manager, head of department, CEO or similar. This person must sign the completed application form at the bottom. A signature field has been included to allow for digital signing of this document.

Full Name	
Title or Role	
Contact Telephone	
e-Mail Address	

*All data will be handled and stored as highly confidential according to the requirements of relevant Data Protection laws.

By signing this certificate request we confirm that:

- All declarations made in relation to the information contained in the certificate are true and accurate;
- Reasonable measures will be taken to maintain sole control of, keep confidential, and properly protect at all times the Private Key that corresponds to the Public Key to be included in the requested SSL Certificate(s);
- The certificate will be used strictly in compliance with the certificate policy (CP/CPS) and SSL Subscriber Agreement;
- The certificate will immediately be declared invalid if the certificate details are no longer correct or the private key is lost, stolen, or potentially compromised; and
- I accept the QuoVadis SSL Subscriber Agreement.

Applicant

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Signature(s) Authorised Signatory

Date