

**Extended Validation
SSL Certificate Request**



* Denotes a mandatory field (all details in the section must be completed)

Part 1: Applicant Information (this information will be included in the Certificate)

1. Organisation Name (Legal Name) *	
2. Domain Name (URL to be secured) *	
3. Applicant Address Details* <i>Street Address (optional):</i>	
<i>City (required):</i>	
<i>State/province (required):</i>	
<i>Postal code (optional):</i>	
<i>Country (required):</i>	
4. Incorporation jurisdiction: <i>City (if any):</i>	
<i>State/province (if any):</i>	
<i>Country:</i>	
5. Registration number:	

Part 2: Additional Details required (this information will not be included in the Certificate)

6. Desired Certificate Validity *	2 years (standard)	1 Year
7. New Certificate or Certificate Renewal		
8. Organisation's main office telephone number: *		
9. Incorporation or Registration Agency:		
10. Confirming Person: <i>Full Name:</i>		
<i>Title:</i>		
<i>E-mail address:</i>		
<i>Office telephone:</i>		

Part 3: Approval Contacts (this information will not be included in the Certificate)

11. Certificate Requestor*	<i>Full Name:</i>	
	<i>Organisation:</i>	
	<i>Title/Role:</i>	
	<i>E-mail address:</i>	
	<i>Office telephone:</i>	
12. Certificate Approver* Same as Certificate Requestor <input type="checkbox"/>	<i>Full Name:</i>	
	<i>Title/Role:</i>	
	<i>E-mail address:</i>	
	<i>Office telephone:</i>	
13. Contract Signer: * Same as Certificate Approver <input type="checkbox"/>	<i>Full Name:</i>	
	<i>Title/Role:</i>	
	<i>E-mail address:</i>	
	<i>Office telephone:</i>	

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 relevant 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;
- we authorise QuoVadis to conduct validation of this information in accordance with "Guidelines for the Issuance and Management of Extended Validation Certificates" (EV Guidelines) published at <http://www.cabforum.org>; and
- we accept the QuoVadis SSL Subscriber Agreement.

X _____
Certificate Requester - For and on behalf of Applicant

Date

**Extended Validation
SSL Authority Letter**



Dear QuoVadis:

On behalf of the Applicant, the undersigned represents that he/she is **[CEO, President, Corporate Secretary, Treasurer, Vice-President, COO, CIO, CFO, CSO, Director, Department Head, or Senior Manager]**. The Applicant desires to procure one or more Extended Validation SSL Certificates from QuoVadis, and hereby acknowledges receipt of the QuoVadis SSL Subscriber Agreement (available at <http://www.quovadisglobal.com/repository>). The Applicant hereby grants authority to the individuals indicated below to act on behalf of the Applicant solely for purposes of obtaining certificate services from QuoVadis in the following roles:

CONTRACT SIGNER: The "Contract Signer(s)" represent and bind Applicant in its certificate procurement process with respect to signing Subscriber Agreements on behalf of Applicant, confirming that Applicant has the exclusive right to use the domain name, and binding Applicant to all such Subscriber Agreements and related documents. This authorisation applies to both written and electronic signatures.

CERTIFICATE APPROVER: The "Certificate Approver(s)" represent and bind Applicant in its certificate procurement process by confirming that Applicant has the exclusive right to use the domain name and approving Certificate Requests submitted by others that the Contract Signer has authorised. Such approvals may be written, verbal, or electronic.

CERTIFICATE REQUESTER: The "Certificate Requester(s)" represent and bind Applicant in its certificate procurement process with respect to completing and submitting Certificate Requests on behalf of Applicant.

Name / Title	Email Address	Status	Roles
		<input type="checkbox"/> Employee <input type="checkbox"/> Agent	<input type="checkbox"/> Contract Signer <input type="checkbox"/> Certificate Approver <input type="checkbox"/> Certificate Requester
		<input type="checkbox"/> Employee <input type="checkbox"/> Agent	<input type="checkbox"/> Contract Signer <input type="checkbox"/> Certificate Approver <input type="checkbox"/> Certificate Requester
		<input type="checkbox"/> Employee <input type="checkbox"/> Agent	<input type="checkbox"/> Contract Signer <input type="checkbox"/> Certificate Approver <input type="checkbox"/> Certificate Requester
		<input type="checkbox"/> Employee <input type="checkbox"/> Agent	<input type="checkbox"/> Contract Signer <input type="checkbox"/> Certificate Approver <input type="checkbox"/> Certificate Requester

The Applicant hereby agrees to be bound by all Certificate Requests, Subscriber Agreements, and related documents submitted to QuoVadis by the above listed Contract Signer and Certificate Approver for a period of 5 years or until revoked. The Applicant must contact QuoVadis to revoke the rights of any representatives herein appointed.

Confirming Person – Details and Confirmation

I hereby acknowledge that I have appointed the representatives listed above and confirm that I have the appropriate authority to confirm the details included in this Authority Letter:

Legal Entity Name of Applicant	
Full Name of Confirming Person	
Title of Confirming Person	
E-mail address of Confirming Person	
Office telephone of Confirming Person	
Date	
Signature of Confirming Person	

Extended Validation SSL Certificate Application Instructions



Please follow the instructions carefully to prevent order delay or rejection of the Certificate Request. The completed Certificate Request (see page 1) and completed Authority Letter (page 2) should be returned to QuoVadis via either of the following two options:

1. by fax to 441-295-3137, or
2. scanned and e-mailed to support@quovadisglobal.com

EV SSL Certificate Request

Information provided in the Certificate Request (on page 1) is validated and appears in the EV SSL certificate. The numbering below corresponds to the numbering on the Certificate Request form.

Part 1: Applicant Information (this information will be included in the Certificate)

1. **Organisation Name (Legal Name):** Provide the Applicant's formal legal name as recorded with the Incorporating Agency (for private organisations) or as specified in the law (for government entities) of Applicant's Jurisdiction of Incorporation. NOTE: this name must exactly match the Subject Name in the CSR provided to QuoVadis.
2. **Domain Name (URL to be secured):** Provide the fully qualified domain name to be included in the EV Certificate (for example, www.quovadisglobal.com or secure.quovadisglobal.com). The EV vetting process must determine that the Applicant is either the Registered Holder of the domain, or has been granted exclusive use of the domain by the Registered Holder of the domain name.
3. **Applicant Address Details:** Provide the street address of the Applicant's Place of Business. This must be a physical address (not a P.O. Box, mail drop, or agent's office) where the Applicant conducts business and that can be verified in public records and/or third party databases.
4. **Jurisdiction of Incorporation:** Provide the Applicant's Jurisdiction of Incorporation to be included in EV Certificate, and consisting of City or town (if any), State or Province (if any), and Country.
5. **Registration Number (for private organisations only):** Provide the unique registration number assigned to Applicant by the Incorporating Agency in Applicant's Jurisdiction of Incorporation and to be included in EV Certificate. This information will be validated by QuoVadis.

Part 2: Additional Information Required (this information will not be included in the Certificate)

9. **Incorporating Agency (for private organisations only):** Provide the name of the Applicant's Incorporating Agency.
10. **Confirming Person:** Must be a corporate executive or legal counsel of the Applicant whose position can be verified using official records. Verification cannot be performed by reference to the Applicant's websites or promotional materials. The Confirming Person must sign a completed Authority Letter (attached) to establish the identity and authority of the Contacts acting for the Applicant.

Part 3: Approval Contacts

There are three roles involved in the EV application, which must be filled by named individuals. An Applicant may authorise one person to fill all three roles, or more than one person to fill each role.

11. **Certificate Requester:** Submits the Certificate Request and is the primary contact for certificate installation. The EV Certificate Request must be completed by an authorised Certificate Requestor. May be an employee of the Applicant or a third party (such as a consultant or ISP) acting for the Applicant.
12. **Certificate Approver:** Approves all Certificate Requests and is contacted if further information is required to process the Certificate Request. Must be an employee of the Applicant.
13. **Contract Signer:** Approves the Subscriber Agreement and other contractual obligations on behalf of the Applicant. Must be a duly authorised employee of the Applicant.

EV Authority Letter

The Confirming Person is responsible for execution of an Authority Letter that establishes the identity and authority of the Contacts acting for the Applicant. The Confirming Person must be a person employed by the Applicant with the authority to appoint the listed representatives and to confirm the details included in the Authority Letter. Applicable titles for the Confirming Person may include CEO, President, Corporate Secretary, Treasurer, Vice-President, COO, CIO, CFO, CSO, Director, Department Head, or Senior Manager. QuoVadis must be able to verify the Authority Letter with the Confirming Person.

Extended Validation SSL Certificate Application Instructions



Overview of QuoVadis EV Validation Process

The validation procedures used by QuoVadis may vary between Applicants. If required, QuoVadis will contact the Certificate Approver for additional detail. Typical turnaround for issuance of a QuoVadis EV SSL certificate is 24 hours after receipt of a signed Authority Letter and supporting evidence.

Requests for multiple EV SSL certificates for the Applicant may be combined in one Certificate Request. In addition, the process to apply for future QuoVadis SSL certificates is simplified once a completed and signed Authority Letter has been returned to QuoVadis.

The QuoVadis EV SSL issuance procedures comply with the current version of the "Guidelines for Extended Validation Certificates" published by the CA/Browser Forum (<http://www.cabforum.org/>):

1. QuoVadis conducts detailed confirmation of the Applicant's details, which includes the following:

Note: if the Applicant has in-house legal counsel, a Verified Legal Opinion covering certain facts about the organisation may be used to accelerate the issuance process.

- Telephone number by consulting a public telephone directory, or by relying upon a verified legal opinion, or by conducting a site visit.
 - Legal existence by confirming that the Applicant's registration number (or date of registration/incorporation) and registered address (or address of its registered agent) appear in official government agency records.
 - Physical presence by confirming that the Applicant's business address (as identified in the Certificate Request) appears in a non-government data source, such as Dun & Bradstreet. Alternatively a site visit or verified legal opinion may be used.
 - Operational existence, if the Applicant has been registered for less than 3 years, by confirming that the Applicant appears in a non-government data source, or by verifying the Applicant has an active demand deposit account with a regulated financial institution.
2. QuoVadis verifies the domain registration:
 - The domain must be registered with ICANN or an IANA registrar (for CCTLDs).
 - A parent or subsidiary relationship does not represent sufficient proof of ownership of the domain name. Domain registration details should be updated to reflect the Applicant name as included on the Certificate Request.
 - Where domain registration is not updated to reflect the Applicant name, a verified legal opinion is required regarding the Applicant's exclusive right to use the domain, in addition to verifying this fact directly with the Registered Holder.
 3. QuoVadis also communicates with the appropriate Contacts to execute a Subscriber Agreement, seek approval of the Certificate Request, and obtain other confirmations.

Upon approval, the EV SSL certificate will be delivered to the Certificate Requester. The certificate may not be issued until the entire EV verification has been performed.

For further information, please contact QuoVadis Support at support@quovadisglobal.com or 1-441-278-2810.