

Entrust EV SSL Certificate Checklist

Thank you for choosing Entrust Certificate Services as your Extended Validation SSL certificate provider.

The following checklist is designed to assist customers with the certificate enrollment process by explaining the necessary information that must be collected and the verification process that must be followed when applying for Entrust EV SSL Certificates (Extended Validation).

Please provide the following information for your Entrust EV SSL Certificate request:

1. Organization Name: _____

Applicant's legal organization name to be included in the EV SSL Certificate. This is the legal name found in your jurisdiction of incorporation state directory or the laws of incorporation for the government entity.

2. Assumed Name (optional): _____

Applicant's assumed name or doing business as name to be included in the EV SSL Certificate. This name must be the legal assumed or DBA name.

3. Domain Name(s):

Applicant's domain name(s) to be included in the EV SSL Certificate. The domain name(s) must be registered to the applicant's legal organization name (parent subsidiary relationship is acceptable).

4. Jurisdiction of Incorporation (optional):

Applicant's Jurisdiction of Incorporation to be included in the EV SSL Certificate.

City/Town (if applicable): _____

State/Province (if applicable): _____

Country: _____

5. Incorporating Agency (optional):

The name of the Applicant's Incorporating Agency (if known)

6. Business Headquarters/Place of Business:

The full address of the Applicant's place of business (address will be verified).

Address (building or street): _____

City/Town: _____

State/Province (if applicable): _____

Zip/Postal Code: _____

Country: _____

7. Higher Authority:

Provide the name and contact information for the individual that will be used as the independent confirmation for the Applicant's EV SSL Certificate request. This can be a Director position or above and this person will approve the identity of the Contract Signer/Certificate Approver and Certificate Requester. Please ensure the name selected is an individual that can easily be contacted by phone.

First Name: _____

Last Name: _____

Title: _____

Company Name: _____

Phone Number: _____

Email Address: _____

8. Contract Signer/Certificate Approver Role:

Provide the name and contact information for the individual that will sign the subscription agreement and accept the consent on behalf of the company. This person cannot be the same person as the Higher Authority.

Note:

*If the Contract Signer and the Certificate Approver is not the same person, please provide full contact details for **each** person.*

First Name: _____

Last Name: _____

Title: _____

Company Name: _____

Phone Number: _____

Email Address: _____

Address (building or street): _____

City/Town: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

9. Certificate Requester:

This is the person that is requesting the certificate on behalf of the Applicant's organization.

First Name: _____
Last Name: _____
Title: _____
Company Name: _____
Phone Number: _____
Email Address: _____
Address (building or street): _____
City/Town: _____
State/Province: _____
Zip/Postal Code: _____
Country: _____

The following are the high-level **steps** that will be followed to verify your EV SSL Order once submitted:

- 1. Business check** – Entrust will search the incorporating or registrant agency in your jurisdiction of incorporation to find your legal business name, registration number, status, etc. Government organizations can be found using government acts, regulations or government information sources (bluebooks, etc).
- 2. Determine your type of business** – Private Organization, Government Entity, Business Entity or Non-Commercial Entity. Depending on which type you are will determine the verification steps to be followed.
- 3. Place of business check** – Entrust will search a qualified independent information sources (D&B) to find your place of business address, main switch board phone number and list of executive. Legal letter can be accepted if this information can not be found.
- 4. Domain check** – Entrust will verify the registered owner of the domain name using appropriate ICANN (Internet Corporation for Assigned Names and Number) approved registrar or a registry listed by the Internet Assigned Numbers Authority (IANA) database.
- 5. Higher Authority employment check** – Entrust will confirm that the Higher Authority qualifies for this role and verify the employment using D&B or a call to Human Resources. Using the 3rd party number, Entrust will speak to the Higher Authority to verify the employment and right to for the individual to perform the role of Contract Signer/Certificate Approver.

6. Contract Signer/Certificate Approver employment check – using the 3rd party number, Entrust will call the person in Contract Signer/Certificate Approver role to confirm they accepted the online subscription agreement and consent form and that they also authorize the Certificate Requester. If there are two separate names provided, Entrust will contact each person to confirm each person’s role and responsibilities.

7. Certificate Requester employment check – using the 3rd party number, Entrust will call the Contract Requester to confirm they submitted the request for the Entrust EV SSL Certificate on behalf of their company.