

Application form Extended Validation (EV) SSL Server Certificate

1) Data subscriber

Name of Organisation (trading name)			
Legal form			
Chamber of Commerce			
Name of applicant/authorised person*			
Date of birth of applicant			
Office address	Street:		Number:
Postal code			City:
Country			
Telephone number			
Project/service provider			

* attach power of attorney

2) Data Servercertificate

Certificate administrator	M/F
Date of birth administrator	
Domain name	
Owner domain name	
Department*	
E-mailaddress*	

* if applicable

3) Please attach

- Power of Attorney for DigiNotar certificate applications (if applicable and this has not previously been submitted)
- Copy of valid proof of identity for certificate administrator
- Copy of valid proof of identity for applicant(s)
- Proof of domain registration (www.domain-registry.nl or <http://www.networksolutions.com/whois>)
- Agreement explanation domain use (if applicable)

4) Declaration

The undersigned declares on behalf of the Subscriber:

- to have filled in this application completely, correctly and truthfully;
- to be familiar and in agreement with the conditions of the CA/Browser Forum (www.cabforum.org) and the Certificate Practice Statement DigiNotar and its associated procedures, as well as with the DigiNotar general terms and conditions applicable to this agreement;
- to be aware that the conditions of the CA/Browser Forum, the Certificate Practice Statement DigiNotar and the general terms and conditions are available for inspection at DigiNotar and on the DigiNotar website (www.diginotar.nl/cps/), and can be sent upon request;
- to agree with the disclosure of the details provided by the undersigned, as well as the relevant master details, which are published in the certificates on one hand and in the DigiNotar directory on the other;
- to be familiar with the conditions of use for the Server Certificate;
- that the agreement is entered into for a period of 1 year, with a cancellation period up to 1 day before the end of the contract period; with automatic renewal always of 1 year;
- that the certificate administrator is authorised to act on behalf of the Subscriber;
- to have exclusive access to the domain.

Place,
Signature applicant

d.d.

Place,
Signature administrator:

d.d.

Door RA in te vullen:

RA/TTP-office nr:

Filenr:

Followingnr.:

INSTRUCTIONS APPLICATION FORM EXTENDED VALIDATION (EV) SSL SERVER CERTIFICATE

Name of Organisation (trading name)

The name of the company or the office that has applied for the server certificate must be a trading name that conforms to its registration with the Chamber of Commerce. For non-Chamber of Commerce organisations, the name normally used must be entered here. A proof of the Organisation must also be sent; examples of this are: - Original headed paper with name and address details for the organisation as they are normally used; - Print-out of website (contact details)

Chamber of Commerce

If your organisation is registered with the Chamber of Commerce, you must enter your Chamber of Commerce number here.

Name of applicant

Applicant refers to the name of the natural person (company) representative who is authorised to apply for the digital certificate. This can be multiple people. The authority to be a representative must be known and in accordance with the Chamber of Commerce. For non-Chamber of Commerce organisations, this authority must be demonstrated using relevant documents. If power of attorney is provided by the company representative, the authorised person is the applicant (and certificate administrator).

Date of birth of applicant

The date of birth of the applicant/authorised person must be entered (dd-mm-yyyy)

Office address

A (government) organisation can have various physical locations. Enter the branch address here, in accordance with the Chamber of Commerce, for where your organisation (branch) is located. The certificates are sent to this address (to the attention of the certificate administrator) in the post! [Street name, number (addition), postal code, town/city and country] The domain registration is used to check the domain is registered by the applying party; these address details must once again agree with the address details as they are stated on the form.

Telephone number

You must enter the telephone number for your organisation here. Both the applicant/power of attorney and the certificate administrator must be known at this number. This is checked by DigiNotar.

Project/service provider

Enter the name or code of the project or the service provider in which or for which the certificate is going to be used. This is not a mandatory field.

Certificate administrator

You must enter the name of the certificate administrator here. This person must have their signature on the application form authenticated prior to the application.

Date of birth

The date of birth of the certificate administrator must be entered here (dd-mm-yyyy)

Domain name

The domain name is filled in here. A domain name is the internet address of the server that the EV SSL Server Certificate is going to be used for. Example: www.diginotar.nl or service.diginotar.nl. An IP address, the unique combination of digits that represents the address of the server, cannot be included. An EV SSL Server Certificate can also not be issued as a wild card (e.g. *.diginotar.nl).

Department

For the name of the department, the name of the department that has applied for the EV SSL Server Certificate must be entered. This is not a mandatory field.

E-mail address

A general e-mail address for the company should be entered here. This is not a mandatory field.

Please note: Domain control

The owner of the domain is the organisation that has registered the name of the domain. Proof of legitimate registration of the domain name to the name of the company must be included with the EV SSL Server Certificate application. This proof can be requested from www.domain-registry.nl (only .NL domains) or <http://www.networksolutions.com/whois>, where it is possible to check which company is the owner, what address is registered and if the administrative contact is known. If these details are not the same as the organisation that is applying for the EV SSL Server Certificate, no certificate can be issued. No IP address can be included in the certificate.

Copy of proof of identity

A copy of a valid **proof of identity** for the applicant(s)/certificate administrator(s) must be attached. This **proof of identity** must satisfy art.1 of the Compulsory Identification Act (WID in the Netherlands).

The following details must be clearly legible on the copy of the **proof of identity**:

- the document number;
- expiry date;
- the details of the person concerned;
- the signature of the person concerned.

Check that all the required documents, summarised under 'please attach' on the PDF form, are also sent.

Completing and sending the EV SSL Server Certificate application

Check all the details entered. The conditions from the CA/Browser Forum (www.cabforum.org) for the contract, the CPS and the associated procedures are declared applicable when the form is signed.

You then send the application form with the necessary documents to DigiNotar. A total length of three weeks should be allowed for the complete procedure.

DigiNotar B.V.
t.a.v. the Service Centrum
Postbus 340
1940 AH Beverwijk
The Netherlands

If you have any questions during the application process, please contact our helpdesk: support@diginotar.nl