

# DOCUMENTATION INSTRUCTIONS FOR PERSONAL IDENTIFICATION

## Instructions to Applicant

**Step 1:** Please print this entire document, read it, and follow Steps 2, 3, 4 and 5 below.

**Step 2:** Gather the following documents:

### Documentation Required for Proper Authentication of Applicant

1. A current, valid, government-issued photo I.D. (such as a driver's license, passport, personal identification card, a concealed weapons permit, military ID, etc.)
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.

A Principal Individual associated with the Business Entity MUST be validated in a face-to-face setting for the purpose of authenticating the Applicant so that SSL.com CA can issue an Extended Validation certificate. The selected 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.

**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.

**Step 5:** Submit the notarized evidence to SSL.com as described on the bottom pf Page 2.

## Instructions to Confirming Person

The person providing you this Documentation Instructions form and accompanying documents is an applicant for an Extended Validation certificate from SSL.com.

### 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 SSL.com Extended Validation Certificate as the Principal Individual of a Business Entity. The certificate will be used to digitally identify the Applicant, the Applicant's server, or computer code developed by the Applicant.

As the Confirming Person, you are charged with the responsibility to check the validity and integrity of the Applicant's documentation, as listed on Page 1, Step 2. All documentation must be in the Applicant's legal 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 SSL.com in a manner listed on these instructions. If you have questions regarding this form or your responsibilities as the Confirming Person, please call 877-775-7328 or +1-775-237-8434.

### SPECIFIC INSTRUCTIONS:

#### Confirming Person

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 the signed Personal Statement Declaration 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. Attest on the photocopies of the supporting documents that they are true and accurate reproductions of the originals, but **please mask any credit card or account numbers.**
7. Return the originals of the documents and forms, and notarized photocopies of the authentication documents to the Applicant.

### Instructions to the Applicant

1. Scan and upload the notarized copies of your form, photo ID, and document evidence to the certificate order page using the Upload Documents Link in the SSL.com User Portal (<http://secure.ssl.com>), or visit <https://www.ssl.com/submit-a-ticket/> to open a validation ticket. You can also email the scanned documents to Support@SSL.com; be sure to include your certificate order number in the subject.

## Personal Statement Declaration Made by Applicant

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

1. That the information set forth in my Certificate Request, with the certificate order number CO-\_\_\_\_\_, that has been sent to SSL.com 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 SSL.com 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 pre-paid 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 \_\_\_\_\_, 20\_\_\_\_\_  
there appeared before me the Applicant, \_\_\_\_\_, who, in my presence, signed and dated this Personal Statement Declaration Made by Applicant According to SSL.com'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: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email/Fax: \_\_\_\_\_