



AUTHENTICATION GUIDE



Extended Validation Managed PKI for SSL

Authentication Requirements



Where it all comes together.™

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1. Overview of Extended Validation Requirements

Extended Validation (EV) SSL Certificates help achieve the highest level of consumer trust through the strictest authentication standards of any SSL certificate. Extended Validation authentication guidelines require VeriSign to obtain and verify multiple pieces of identifying information about EV SSL applicants.

To ensure your EV SSL request is processed quickly, review and provide the authentication documents described below.

Authentication Requirements Summary

1. Have the Organizational Contact (identified in the EV request) sign and submit the **Acknowledgement of Agreement** form.
2. For faster request authentication, complete and submit the appropriate Professional Opinion letter.
3. Review all other authentication requirements to ensure your request can be expediently processed.

2. Submitting the Acknowledgement of Agreement

REQUIRED: Your Organizational Contact must acknowledge and sign the online Acknowledgement of Agreement, or fax or mail it to VeriSign.

During the verification call, VeriSign will provide the Organizational Contact with a verification code to use when accepting the online Acknowledgement of Agreement. VeriSign will also email a direct link to the Agreement.

The Acknowledgement of Agreement form is found on page 8. Fax or email the signed form to:

1-650-237-8892

ev-authentication@verisign.com

3. Submitting a Professional Opinion Letter

To facilitate processing of your EV request, complete and submit the Professional Opinion letter.

The Professional Opinion letter verifies account and organization details and may enable faster processing of your EV request.

IMPORTANT! The Professional Opinion letter is the simplest and most expedient method to provide required verification information. If this verification information is not provided through the Professional Opinion letter, it must be provided through other means (described below).

VeriSign must be able to confirm the following regarding the Professional Opinion letter:

- + The letter must be from a certified public accountant, lawyer, solicitor, barrister, advocate, or equivalent licensed to practice in the country of the requesting organization's jurisdiction of

incorporation, or in any jurisdiction where the organization maintains an office or physical facility.

- + VeriSign must be able to verify with the appropriate authority that the lawyer or CPA is registered in the appropriate jurisdiction.
- + VeriSign must be able to verify the opinion letter directly with the lawyer or CPA.

The Professional Opinion letter is found on page 9. Fax or email the signed letter to:

1-650-237-8892

ev-authentication@verisign.com

4. Organization Authentication Requirements

To qualify for Extended Validation, the organization requesting to be EV-enabled must be registered as a corporation or equivalent with the appropriate government agency in its country of jurisdiction.

VeriSign must be able to confirm all of the following organizational registration requirements:

- + Official government agency records must include:
 - + The organization's registration number or the organization's date of registration/incorporation.
 - + The organization's registered address (or the address of the organization's registered agent).
- + A non-government data source (such as Dun & Bradstreet) must include the organization's place of business address, phone number, and Officer/Director information (as identified in the request).
- + If the organization has been registered for less than 3 years, VeriSign must verify operational existence through one of the following means:
 - + Through a non-government data source (such as Dun & Bradstreet)
 - or -
 - + By verifying the organization has an active demand deposit account (such as a checking account) with a regulated financial institution through a lawyers opinion letter or directly with the financial institution.

5. Domain Authentication Requirements

To qualify for Extended Validation, domain registration details must reflect the full organization name as included in the request.

- + The domain must be registered with ICANN or IANA registrar (for CCTLDs).

- + Where domain registration does not reflect the organization name as identified in the request, positive confirmation of the organization's exclusive right to use the domain name is required from the registered domain administrator or with a Professional Opinion letter.
- + The Organizational Contact must confirm knowledge of the organization's domain ownership during the verification call.
- + Where domain registration is private, the domain registrar is required to unblock the privacy feature.

6. Organizational Contact Authentication Requirements

To qualify for Extended Validation, the Organizational Contact identified in the EV request must be employed by the requesting organization and have appropriate authority to obtain and delegate Extended Validation certificate responsibilities.

Note: Employment and authorization cannot be verified through the organization's Web site.

Note: If the Organizational Contact identified in the EV request is listed in government records as a corporate officer (such as Secretary, President, CEO, CFO, COO, CIO, CSO, Director, or equivalent), then the Organizational Contact's employment and authorization are deemed approved.

VeriSign must be able to confirm all of the following Organizational Contact requirements:

- + Organizational Contact's identity, title, and employment through an independent source.
- + Organizational Contact is authorized to obtain and approve EV certificates on behalf of the Organization and to delegate this authority to others. This can be verified through one of the following methods:
 - + A Professional Opinion letter
 - + Directly contacting the CEO, COO, or similar executive at the Organization to confirm the authority of the Organizational Contact. If no public records are available regarding the CEO, COO, or other executive, VeriSign will contact the Organization's human resources department for contact details.

7. Request Verification Requirements

As part of processing an Extended Validation request, VeriSign must verify the request and all account details with the Organizational Contact identified in the request. VeriSign must contact the Organizational Contact using an independently-obtained telephone number (not the telephone number provided in the request or account).

VeriSign will obtain the telephone number through one of the following methods:

- + By researching qualified telephone databases to find a telephone number. Ensure your Organization's primary telephone number is listed in a public telephone directory.

- + As provided in a Professional Opinion letter.
- + As confirmed during a site visit conducted by VeriSign.

During the verification call, VeriSign must verify the following with the Organizational Contact:

- + The name of the Managed PKI administrator identified in the request and his or her authority to obtain the Extended Validation certificate on behalf of the Organization.
- + The Managed PKI administrator's authority to delegate Extended Validation responsibilities.
- + Knowledge of the Organization's ownership and right to use the domain identified in the request.
- + Approval of the Extended Validation request.
- + Acknowledgement of signature on the Acknowledgement of Agreement

During the verification call, VeriSign will provide the Organizational Contact with a verification code to use when accepting the online Acknowledgement of Agreement. VeriSign will also email a direct link to the Agreement.

8. Related Links

For additional details on Extended Validation SSL and authentication requirements, go to:

Extended Validation SSL FAQ at:

<http://www.verisign.com/ssl/ssl-information-center/extended-validation-ssl-certificates/index.html>

Guidelines for Extended Validation Certificates at:

<http://www.cabforum.org>

A. Acknowledgement of Agreement

for VeriSign Managed PKI for SSL Extended Validation

Instructions

This Acknowledgement of Agreement must be signed by the Organizational Contact for your EV request, who is **authorized** by your Organization to approve EV certificate requests. VeriSign must independently verify the authority of the Organizational Contact.

If the online Acknowledgement of Agreement is not acknowledged and signed, this signed Acknowledgement of Agreement must be submitted to VeriSign at:

Fax: 1-650-237-8892

Email: ev-authentication@verisign.com

VeriSign cannot process your request until receipt of this signed Acknowledgement of Agreement.

I, _____ [*Name of Organizational Contact*], have read and confirm my acceptance, on behalf of _____ [*Organization Name*], of the **VeriSign SSL Certificate Subscriber Agreement version 4.0**, which includes Extended Validation terms and conditions, a copy of which is available at:

<http://www.verisign.com/repository/agreements/serverClass3Org.html>

I further confirm that the following named employees of the Organization are duly authorized to act as administrators on the Organization's VeriSign Managed PKI for SSL account, with authority to request and/or approve EV SSL certificate applications on behalf on the Organization. They are also authorized to delegate this authority to others. The authority to delegate shall be valid until specifically revoked by the Organization.

	Name	Email	
1.	_____	_____	(Required)
2.	_____	_____	(Optional)
3.	_____	_____	(Optional)
4.	_____	_____	(Optional)
5.	_____	_____	(Optional)

Full name: _____

Signature: _____

Title: _____

Date: _____

Place of signing: _____

B. Professional Opinion

for VeriSign Managed PKI for SSL Extended Validation

To:	VeriSign, Inc, Fax: 1-650-237-8892 Email: ev-authentication@verisign.com [May be sent by fax or email attachment]
Client:	<Exact Organization Name of Client ¹ >
Organizational Contact:	<Exact name of Organizational Contact who signed the Acknowledgement of Agreement>

Instructions for completion of opinion

- This opinion may be completed by either:
 - Applicant's legal counsel (or an in-house legal counsel employed by the Applicant), who must be properly registered with the appropriate authorizing agency in Applicant's jurisdiction,
 - An independent professional accountant retained by and representing the Applicant (or an in-house professional accountant employed by the Applicant), who is a certified public accountant, chartered accountant, or equivalent licensed by a full member of the International Federation of Accountants (IFAC) to practice accounting in the country of the Applicant's Jurisdiction of Incorporation or any jurisdiction where the Applicant maintains an office or physical facility
- If you are unable to attest to any fact below, you may indicate so by striking a line through the relevant section.
- VeriSign will contact you to verify your legal opinion.

To VeriSign, Inc.:

I represent the Organization ("Client") referenced above. I have been asked by my Client to present you with my opinion as stated in this letter. My opinion below is based on my familiarity with the relevant facts and the exercise of my professional judgment and expertise.

[Optional: Insert customary preliminary matters for opinion letters in your jurisdiction.]

On this basis, I hereby offer the following opinion:

- _____ *[name of Organizational Contact]* is employed by my client as _____ *[job title]*, and has the necessary authority to act on behalf of my client to:
 - Provide the information about my Client's organization that is required for issuance of the EV Certificate as referenced above.
 - Request one or more EV Certificates and to designate other persons to request EV

¹ This must be the Client's exact corporate name, as registered with the relevant Incorporating Agency in the Client's Jurisdiction of Incorporation. This is the name that will be included in the EV Certificate.

Certificates.

(c) Agree to the relevant contractual obligations contained in the VeriSign SSL Certificate Subscriber Agreement. A copy of the agreement is available at <https://www.verisign.com/repository/agreements/serverClass3Org.html>.

(d) Confirm ownership of domain(s) to be included in any EV Certificate order.

2. My client has a physical presence and its principal place of business at the following location:

Address: _____

City: _____

State: _____

ZIP/Postal Code _____

Telephone: _____

3. Client conducts business under the assumed name(s) _____. The business name(s) is active and registered with _____ [registration agency where assumed name is filed].

4. Client owns or has lawful right to use the domain name

_____ [Domain(s) included in EV request] in identifying itself on the Internet.

5. Client has an active current Demand Deposit Account² with _____ [name of institution], a regulated financial institution.

[Optional: Insert customary limitations and disclaimers for opinion letters in your jurisdiction.]

Name: _____

Signature: _____

Date: _____

Professional Capacity (select one): () Lawyer () Accountant

Contact information for the authorizing agency where VeriSign may verify your authority to practice (for example, a bar association or a board of accountancy):

² Demand Deposit Account: a deposit account held at a bank or other financial institution, the funds deposited in which are payable on demand. The primary purpose of demand accounts is to facilitate cashless payments by means of check, bank draft, direct debit, electronic funds transfer, etc. Usage varies among countries, but a demand deposit account is commonly known as: a checking account, a share draft account, or a current account.