

***Instructions for Bulk Loading ACES certificates:***

Before Beginning: You must already have completed the steps described in "ACES Trusted Agent Instructions," including retrieving the digital certificate you applied for as a Trusted Agent.

In order to use this bulk load process, you must be requesting 5+ certificates per submission. Otherwise, you will need to use the standard online registration process

**Step 1:** Completely fill out the "Part III - ACES Trusted Agent Notary Form" for each applicant that you will be submitting using the Bulk Load Template.

**Step 2:** Send all completed paper forms by courier to the following address:

IdenTrust, Inc.  
Attn: ACES Registration  
255 North Admiral Byrd Road  
Salt Lake City, UT 84116

*An e-mail notification will be sent to you immediately upon receipt of your application and upon approval.*

**EXPEDITE CERTIFICATES**

To help expedite the processing of the bulk loaded digital certificates, please send the Forms via overnight services to the above address.

**Step 3:** Completely fill out each tab on the ACES Business Bulkload template.

**Step 4:** Once all tabs and required information are completed, save and name the bulk load template.

**Step 5:** Go to the following URL:

<http://www.trustdst.com/simplysignit.html>

**Step 6:** Follow the simple instructions on submitting your bulk load template to apply for certificates.

**Step 7:** Within a 48 hour business period, you will receive an overnight package with all Approval Letters to distribute to each employee that you listed on your bulk load.

**Part III - ACES Trusted Agent Notary Form**

**In-Person Identification by a Trusted Agent**

**INSTRUCTIONS FOR TRUSTED AGENT:**

**For the purposes of this document, personal acquaintance with the individual is insufficient. You must:**

- 1) review the identification credentials and ensure they are acceptable as described below,**
- 2) verify that such ID information is protected against forgery, modification, or substitution, and**
- 3) record below the serial number and type of the ID credentials presented by the applicant.**

The undersigned applicant warrants, represents, and attests that all facts and information provided are accurate, current, complete, and not misleading and that he or she:

- a) Is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust
- b) Has read and accepts the personal identifying information to be contained in the certificate;
- c) Is who he or she represents himself or herself to be; and
- d) Has read, understood, and agrees to the responsibilities associated with being a certificate subscriber, including the terms and conditions found in the ACES Certificate Subscriber Agreement, IdenTrust's ACES Certification Practices Statement ("CPS").

The applicant agrees to: 1) accurately represent him or herself in all communications with the ACES PKI; 2) protect his or her private key at all times; 3) immediately notify IdenTrust if he or she suspects his or her private key to have been compromised, stolen or lost; and 4) use his or her ACES-certified key only for official ACES business as specified in the previously mentioned documents.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign Only In The Presence of a Trusted Agent)

Printed Name: \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

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

**ACKNOWLEDGMENT**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the signer and subject of the above form, who personally appeared before me and signed or attested the same in my presence, and presented the following government-issued photo ID card as proof of his/her identity:

**Acceptable IDs**

One federal government official photo identification credential	Acceptable identification credentials in this category include, Military ID, or passport
<b>OR</b>	
Two non-federal government issued official identification credentials, at least one of which must be a photo ID	Acceptable identification credentials in this category include drivers license, Social Security card, credit card, healthcare card, original or notarized birth certificate or employee ID (only if the ID is from the business associated with the certificate request)

**(1) ONE government-issued photo ID:**

Exact Name Listed on Photo ID	Serial Number	Expiration Date	Identification Type
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**(2) IF (1) is not a FEDERALLY-issued ID, one additional ID is necessary:**

Exact Name Listed on ID	Serial Number	Expiration Date	Identification Type
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\_\_\_\_\_  
Trusted Agent Name

\_\_\_\_\_  
Trusted Agent Signature