



Forms Packet

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State of Washington PKI High Assurance Level Certificate

Print only what is needed

The instructions and terms/conditions must be read but do not need to be printed. Please print only the pages you need to send to IdenTrust. For most applicants, this includes only the Identification Form and Acknowledgement.

If you would like us to expedite your retrieval materials, please also print and send in the Expedited Shipping Request Form.

STATE OF WASHINGTON PKI High Assurance Level Certificate

Instructions for Applicant

Thank you for choosing IdenTrust Services, LLC ("IdenTrust") to issue you a High Assurance Level Certificate for use in the State of Washington Public Key Infrastructure ("State of Washington PKI").

High Assurance certificates are issued when a Subscriber desires, or a Relying Party requires, a higher level of in-person authentication than what is provided by Intermediate or Standard Assurance Level Certificates. (A High Assurance certificate can also be used where an Intermediate or Standard Assurance Level Certificate is needed.)

To complete the enrollment portion for your High Assurance Level Certificate, you must complete the following steps.

Step 1: Online Application

Apply for your State of Washington High Assurance Level Certificate at: <http://www.identrust.com/wa/>
You will be asked to provide personal identifying information.

Step 2: Identification Form and Acknowledgement

Present the attached Identification Form and Acknowledgement ("ID Form") to a licensed Notary Public (most banks have notaries on staff), together with two forms of identification, as follows:

1. State-issued ID card or driver's license that you listed in your online application
2. Second form of identification, which may be a valid passport, military ID, college or university photo ID, an alien registration card, a major credit card, an employee photo ID card containing your employer's name and address, your social security card, or a recent utility bill (with your name and address that must match the address you reported on the application screen)

The Notary will review your forms of identification and record the ID information on the ID Form.

Sign the ID Form in the presence of the Notary.

Finally, ensure that the Notary has properly notarized your signature, has affixed his/her raised seal or colored ink stamp, and has filled in his/her employer information.

Step 3: Make Copies

Make copies of the forms of identification used on your ID Form. Please ensure that the copies are legible.

You should also make copies of the original ID Form for your records.

Step 4: Send Forms to IdenTrust

Send the signed (ink-on-paper) originals and copies of your forms of identification to IdenTrust at:

Mailing Address

State of Washington PKI
IdenTrust Services
P.O. Box 22930
Salt Lake City, UT 84122-0930

Overnight Courier Only (FedEx, UPS, Etc.)

State of Washington PKI
IdenTrust Services
255 Admiral Byrd Road
Suite 200
Salt Lake City, UT 84116-4915

If you should have any questions during the process and would like to speak with a customer service representative, please call (888) 248-4447 or by email at helpdesk@identrust.com

STATE OF WASHINGTON PKI High Assurance Level Certificate

Identification Form and Acknowledgement

Terms and Conditions

You, the undersigned applicant ("Applicant"), have applied for a State of Washington High Assurance Level Certificate (the "Certificate"). Applicant should already have accepted the online Agreement for High Assurance Level Certificate ("Subscriber Agreement"). By signing below, Applicant further represents, warrants and attests that all facts and information provided by Applicant to IdenTrust during the application process are current, complete, true and not misleading. Applicant also represents, warrants and agrees that Applicant:

- a) is applying for issuance of a High Assurance Level Certificate;
- b) is who Applicant represents himself or herself to be; and
- c) has read, understands, and agrees to be bound by all of the terms and conditions of the Subscriber Agreement and the other documents referenced therein, including all responsibilities associated with being the Subscriber of a Certificate.

Print Name: _____
(First Name, Middle Initial, Last Name)

Signature: _____
(Sign only in the presence of the Notary)

State of: _____

County of: _____

Notarial Acknowledgement

I hereby certify that on this _____ day of _____, 20____, personally appeared before me the signer and subject of the above form, who signed or attested the same in my presence, and presented the following two forms of ID as proof of his or her identity, BOTH OF WHICH I HAVE PHOTOCOPIED AND AFFIXED TO THIS FORM:

**State-issued ID card or driver's license
that you listed in your online application**

Doc. Type/
Title: _____
Issuer: _____
Serial
No: _____
Exact
Name _____
Issue Date: _____
Expir. Date: _____

**Second form of ID such as passport,
military ID, college ID, credit card (see
instructions for full list).**

Doc. Type/
Title: _____
Issuer: _____
Serial
No: _____
Exact
Name _____
Issue Date: _____
Expir. Date: _____

Notary Public: _____

Residing in: _____

My Commission Expires: _____

Name of Organization Employing Notary

Street Address, City, State, Zip Code

Space Reserved for Notary Seal

STATE OF WASHINGTON PKI High Assurance Level Certificate

Expedited Shipping Request

Once your application has been approved, you will be sent a retrieval letter with your activation code and instructions for retrieving your certificate. Our standard delivery method is through USPS and should take 3 to 10 days, depending on your location.

Many applicants have requested the ability to pay for expedited shipping such as overnight or 2nd day. If you would like to arrange expedited shipping, please complete this form and send it with your Identification Form and Acknowledgement.

For all expedited shipping requests, you will be charged the actual amount of the shipping, using IdenTrust's discounted rates. You will not be charged a handling fee or a marked-up shipping rate.

Your Name: _____

Shipping Method Requested: Priority Overnight Standard Overnight 2nd Day 3rd Day

Option 1: Shipping label

If you already have an existing account with UPS or FedEx, you may complete a shipping label, with your account number, and include it when you send your forms.

Option 2: Your courier account number

If you already have an existing account with UPS or FedEx, you may include that information here and we will create a shipping label for your shipment.

Account Number: _____ UPS FedEx

Option 3: Credit Card on file

If you used a credit card to apply for your digital certificate and would like us to use that credit card to pay for the expedited shipping, sign this section to authorize use of that card.

I authorize you to use my credit card information on file, signed: _____

Option 4: Credit Card not on file

If you did not pay for your certificate using a credit card or if you would like to pay for expedited shipping using a different card, please call our support representatives at 888-248-4447.

**A receipt for the amount charged to your card will be emailed to you when your letter is sent.