

Instructions for the Applicant

| Medium

Assurance | Business Identity certificate. These certificates are issued to individuals such as employees, officers, and agents authorized to act on behalf of business entities that have been validated by IdenTrust.

THE ONLINE APPLICATION:

Complete the application process online at: www.IdenTrust.com/IGC.

Apply with your legal first and last name, full organization name and address, and a valid email address.

PART 1 FORM:

Fill out all of the fields on the form, then take the Part 1 form to an officer in your Organization who can sign on behalf of the Organization, representing to IdenTrust that you are an authorized representative of the Organization.

Have the officer pen-to-paper sign and date Part 1 - Sponsoring Organization Authorization Form and return it to you.

PART 2 FORM:

Take this form to a licensed notary to verify your identity credentials. You have two options for presenting your ID:

- Option 1 **ONE** Federal Government-issued photo ID
- Option 2 **TWO** State or local government-issued IDs, of which one must be a photo ID.

All forms of ID must be verifiable. Some examples of acceptable IDs are:

Option 1 – Federal IDs

- Valid Passport
- Federal Employee ID Card
- US Military Photo ID
- DoD CAC Card

Option 2 State/local government ID, 1 must be photo ID

- State-issued ID Card
- State-school Student ID
- Birth Certificate
- Social Security Card
- Concealed Weapons Permit
- State-issued Professional License

Please check your email for a verification email request sent from 6XSSRUW@IdenTrust.com and follow the steps laid out.

Choose one of the following:

- **Send the original, 'wet-signature' (pen to paper) Part 1 and Part 2 forms to IdenTrust for processing.** It is advised you select a traceable ship method such as FedEx or UPS, but you may also submit the originals using US Mail.

Registration Department
IdenTrust Services
5225 W. Wiley Post Way, Ste 450
Salt Lake City, UT 84116-2898

- **Submit the Part 1 and Part 2 forms to IdenTrust via email.** Signatures on the forms must be handwritten and may not be a stamp or electronic signature. The signature of the Notary or Trusted Agent may be either a handwritten signature or a digital signature that can be traced to a certificate root. Electronic signatures are not accepted.

Email to Processing@IdenTrust.com

This email inbox is monitored for forms packets only.

Processing and approval of your application will begin once valid, accurate forms have been received.

