

Instructions for the Applicant

Thank you for choosing IdenTrust Services, LLC ("IdenTrust"), a subsidiary of IdenTrust, Inc., to issue you an IGC | Medium Assurance | Organization Identity | Device certificate.

THE ONLINE APPLICATION:

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

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 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 Driver's License
- 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 Support@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.

**IGC | Medium Assurance | Organization Identity | Device Certificate
Part 1 – Subscribing Organization Authorization Form**

This Subscribing Organization Authorization Form (the "Authorization") is given by "Subscribing Organization" (as identified below on this page), to IdenTrust Services, LLC, a Delaware corporation with its principal place of business located at 5225 Wiley Post Way, Suite 450, Salt Lake City, Utah 84116-2898 U.S.A ("IdenTrust").

WHEREAS, Subscribing Organization desires to authorize the issuance by IdenTrust of an IGC | Medium Assurance | Organization Identity | Device Certificate to Machine Operator (identified below on this page) on behalf of a device owned or controlled by Subscribing Organization, that, if issued, will identify the device as controlled or owned by Subscribing Organization and will certify the Public Keys corresponding to such an IGC | Medium Assurance | Organization Identity | Device Certificate.

WHEREAS, IdenTrust desires to receive this authorization and, if the application made by Machine Operator corresponding to this Authorization is acceptable to IdenTrust, desires to issue an IGC | Medium Assurance | Organization Identity | Device Certificate.

NOW, THEREFORE, Subscribing Organization and IdenTrust agree as set forth below.

1. Subscribing Organization represents and warrants that Machine Operator is an employee or authorized agent of Subscribing Organization, and is hereby given authorization by Subscribing Organization to represent the Subscribing Organization with respect to the application, issuance, acceptance, and use of an IGC | Medium Assurance | Organization Identity | Device Certificate. Subscribing Organization provides the information below in this Section to identify itself and Machine Operator to IdenTrust. See Box 1.
2. The Subscribing Organization agrees to be bound by the terms and conditions of the "IGC | Medium Assurance | Organization Identity | Device Certificate Agreement" (attached hereto; see Part 3 – IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form), and the terms and conditions of the IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form are incorporated herein by this reference.
3. It is understood by Subscribing Organization that the identity and affiliation of the Primary Machine Operator must be performed prior to issuance of the Device certificate, and must be conducted according to the identity proofing requirements set forth in the IGC CPS for an assurance level that is equal to or greater than an IGC | Medium Assurance | Organization Identity | Device certificate.
4. Subject to the provisions above in this Authorization, IdenTrust accepts the authorizations by Subscribing Organization herein above.

Subscribing Organization has caused this Authorization to be executed by its authorized representative, effective on the date printed below. The undersigned personally warrants and represents that he or she has authority to accept the terms and conditions of this Authorization on behalf of Subscribing Organization and to bind the Subscribing Organization by his or her signature.

_____ Print Applicant's legal first and last name	_____ Organization Officer Signature
_____ Print Organization name	_____ Print Organization Officer's name
_____ Address line 1	_____ Print Organization Officer's title
_____ Address line 2	_____ Organization Officer's telephone number
_____ Address line 3	_____ Organization Officer Email
_____ City, State/Province, Country, Postal Code	_____ Date Organization Officer signed

ALL FIELDS MUST BE COMPLETED

**IGC Medium Assurance Device Certificate
Part 2 - ID Form**

Section 1: Terms and Conditions; Identity Credentials

The undersigned in this Section 1 warrants and represents that all facts and information provided in Part 1 – Subscribing Organization Authorization Form and this Part 2 – ID Form are, to the best of the undersigned’s knowledge, accurate, current, and complete, and that he or she: (i) is authorized by his or her Subscribing Organization (as identified on the Part 1 – Subscribing Organization Authorization Form naming him or her as “Subscriber” in connection with the application made for a digital certificate in connection with this ID Form) to apply for, be issued, and use an IGC | Medium Assurance | Organization Identity | Device Certificate (“IGC | Medium Assurance | Organization Identity | Device Certificate” is defined in Part 3 – IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form) issued by IdenTrust; (ii) has reviewed and accepts as identifying himself or herself the personal identifying information set forth below on this Part 2 – ID Form; (iii) is who he or she represents himself or herself to be; and (iv) has read, understands, and accepts the terms and conditions set forth in Part 3 – IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form.

Sign only in the presence of a notary (or other Registrar; “Registrar” is defined in Part 3 – IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form). If this Section 1 is signed within the United States, the signer makes the following declaration by doing so: I declare under penalty of perjury that the foregoing is true and correct. If this Section 1 is signed without (i.e. outside of) the United States, this signer makes the following declaration by doing so: I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signed By: _____ (Subscriber to sign only in the presence of the Notary)

Print Legal Name: _____ Email Address: _____
First Name MI Last Name (Must match email address provided online)

One verifiable Photo ID issued by the Federal Government - or - Two verifiable forms of ID issued by a state or local government
At least one must be a photo ID

PHOTO ID
Doc. Type/Title: _____
Doc. Issuer: _____
Serial/Unique #: _____
Full Name: _____
Issue Date: _____
Expire Date: _____

PHOTO ID	2 ND ID
Doc. Type/Title: _____	Doc. Type/Title: _____
Doc. Issuer: _____	Doc. Issuer: _____
Serial/Unique #: _____	Serial/Unique #: _____
Full Name: _____	Full Name: _____
Issue Date: _____	Issue Date: _____
Expire Date: _____	Expire Date: _____

Notarial Acknowledgement

I _____ (name of notary/officer), registered in the state of _____, county of _____ do hereby certify under PENALTY OF PERJURY under the laws of the State of _____ that the following information is true and correct:

1. On _____ (MM/DD/YY), before me personally appeared _____ (name of signer), who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

2. I have seen and verified the forms of identification for which information is written above and hereby assert that said forms of ID do not appear to be altered, forged or modified in any way.

WITNESS my hand and official seal

(Seal)

Signature _____

**PART 3 – IGC | Medium Assurance | Organization Identity | Device CERTIFICATE
SUBSCRIBING ORGANIZATION AUTHORIZATION FORM**

This IGC | Medium Assurance | Organization Identity | Device Certificate Subscribing Organization Authorization Form (this "Agreement") is made by and among IdenTrust (defined below) on the one hand, and You (defined below) and Subscribing Organization (defined below) on the other. This Agreement sets the forth terms and conditions governing Your (defined below) application for a Certificate (defined below) and, if IdenTrust issues such Certificate to You, the terms and conditions applicable to the Certificate. Definitions of capitalized terms used herein are provided for in Section 36 below.

1. Acceptance. By signing the ID Form or by clicking the checkbox next to "I have reviewed, and I hereby sign and accept the complete terms of the Subscribing Organization Authorization Form" during the online application process, You agree to the terms and conditions of this Agreement. It is understood that the Machine Operator is responsible for the operation and control of You, and the Machine Operator assumes the duties and obligations of You with respect to the Certificate hereunder. Subscribing Organization indicates its acceptance to the provisions hereof through the execution of the Subscribing Organization Authorization Form under which You are identified by the Subscribing Organization as affiliated therewith for purposes of the Certificate. If IdenTrust accepts the application and confirms the information submitted, IdenTrust will create the Certificate in the name of Subscribing Organization (i.e. to be identified in within the "subject:organizationName" field of the Certificate) and the domain name(s) or IP address(es) provided by You in the application, and will notify You how and where to retrieve the Certificate.

2. Integration; Amendment. The CP, CPS, ID Form, and Subscribing Organization Authorization Form are incorporated by reference herein. The parties hereto agree that the CP and CPS can be amended from time to time by IdenTrust pursuant to the terms regarding amendment thereof set forth in the CP and CPS, respectively, and that any such amendments shall become effective as set forth in the CP and CPS, respectively. The terms of this Agreement may be amended upon renewal of the Certificate by the parties hereto with effect of such amendment at the time of such renewal, or at any time by IdenTrust with effect thirty (30) days after IdenTrust posts amended terms to the Repository. Use of the Certificate after the effective date of any such amendment shall constitute notice to IdenTrust of acceptance by Subscribing Organization and You of the amended terms; You may decline to accept any such amended terms by refraining from using the Certificate after the effective date of the applicable amendment. Subscribing Organization and You are responsible for periodically checking the Repository for the latest version of the CP, CPS, and this Agreement.

3. Application. You must complete both the online portion of the application process and provide to IdenTrust the Subscribing Organization Authorization Form and ID Form. The identity credentials You presented and which were recorded on the ID Form must be the same identity credentials as those reported to IdenTrust during the online portion of the application process.

4. Verification of Identity. IdenTrust may seek to verify the identity of You and that of the Subscribing Organization by any reasonable means. IdenTrust is hereby authorized by You and Subscribing Organization, as applicable, to make inquiry with public or private databases or other sources, solely for the purpose of verifying any information that You or Subscribing Organization provide during the application process in order to determine whether to issue a Certificate to the You. IdenTrust may contact Subscribing Organization's to verify Your affiliation with Subscribing Organization. IdenTrust is hereby also authorized to retain and use any information generated during the application, identification, authentication, Certificate issuance, and Certificate management processes, provided that such retention and use shall be subject to the terms of this Agreement, including but not limited to Section 12.

5. Processing Payment. IdenTrust will begin processing the application for a Certificate made in connection herewith as soon as IdenTrust has received the following in connection herewith: (i) preauthorization to charge the credit card, purchase order, or voucher number provided by You; and (ii) the Subscribing Organization Authorization Form and the ID Form. You and Subscribing Organization, as may be applicable, hereby authorize IdenTrust to bill against such credit card, purchase order, or voucher number for the applicable Certificate issuance fee. In the event IdenTrust approves Your application for a Certificate in connection herewith, IdenTrust will process the credit card charge, purchase order, or voucher number. Once such processing occurs, unless otherwise required by law, no refunds will be provided by IdenTrust. If a Certificate is issued to You hereunder, IdenTrust will revoke the Certificate if IdenTrust does not actually receive payment for the Certificate within sixty (60) days of such issuance.

6. Approval of Application by IdenTrust.

IdenTrust, in its sole discretion and without incurring liability for any loss arising out of such denial or refusal, may deny the application for, or otherwise refuse to issue, a Certificate in connection herewith. IdenTrust shall have no liability for any delay experienced during the Certificate application and issuance process.

If IdenTrust approves the application for a Certificate made in connection herewith, notice thereof will be provided as describe in Section 7 and the certificate will be made available for issuance in keeping with the applicable provisions of Section 7 – 9, as applicable.

If IdenTrust does not approve Your application for a Certificate in connection herewith, IdenTrust will send notice of such non-approval to the email address listed for Machine Operator on the ID Form and upon the sending of such a notice this Agreement terminates.

IGC | Medium Assurance | Organization Identity | Device Certificate

7. Certificate Issuance – Notice and Time to Download.

If IdenTrust approves the application for a Certificate made in connection herewith, IdenTrust will notify You that the Certificate is ready to be so issued. To so notify You, IdenTrust will email You at the email address for Machine Operator as identified to IdenTrust on the ID Form. If IdenTrust sends You such notice, You must download the corresponding Certificate from the Web site specified by IdenTrust in the email within thirty (30) days of the completion date of the ID Form (i.e. the date provided on the ID Form with Your signature) that was part of the approved application for such Certificate. If such download has not occurred within such thirty (30) day period, the ID Form becomes invalid and void for the purposes of applying for and issuing a Certificate, and the associated approval by IdenTrust will become void and this Agreement shall terminate without any refund of fees being payable by IdenTrust.

8. Certificate Issuance – Cryptomodule Requirement.

You must have and activate a Cryptomodule in order to download the Certificate. IdenTrust will provide You with instructions regarding such activation in connection with IdenTrust noticing You that issuance of the Certificate to You has been approved. Further, with respect to the Cryptomodule that You use in connection with the Certificate, You agree:

- (i) to protect from disclosure to any other person Your password or other data used to activate the Cryptomodule;
- (ii) not to leave the Cryptomodule unattended or open to unauthorized access while it is active; and
- (iii) deactivate the Cryptomodule by manual logout or by use of an inactivity timeout function effecting automatic logout.

You (and not IdenTrust) are responsible for providing the Cryptomodule that You will use, for its ability to be used with the Certificate, and for its compliance with the applicable requirements of the CP and CPS.

9. Certificate Issuance – Review of Certificate Contents, Downloading, and Acceptance of Certificate.

Prior to the Certificate being made available to You for downloading as described in Section 7, the contents of the Certificate shall be made available to You for review and You hereby agree that You shall review such contents. The contents of the Certificate will be based on information provided by You and the Subscribing Organization during the application process, including but not limited to information provided on Your behalf by Machine Operator during the online application process as well as information provided on the Subscribing Organization Authorization Form and ID Form. If upon Your review of the Certificate contents You determine that any portion of the content of the Certificate is not accurate or valid, You hereby agree that You shall not download the Certificate and You shall instead immediately inform IdenTrust of the inaccurate or invalid portion(s) by contacting the IdenTrust Support by phone at 1-800-748-5360 or by email at Support@IdenTrust.com.

By downloading the Certificate after its contents are made available for Your review as described above, You accept the Certificate, warrant the accuracy and validity of its contents, and reaffirm Your acceptance of the terms of this Agreement (including but not limited to each of the representations and warranties You make under this Agreement). Without limiting the foregoing, Your failure to object to the Certificate or its contents by informing IdenTrust of such objection within 24 hours of downloading it constitutes acceptance of the Certificate by You and Subscribing Organization. Notwithstanding the foregoing provisions of this paragraph, any use by You of the Certificate constitutes acceptance of the Certificate by You and Subscribing Organization.

10. Declaration of Identity.

In the event that IdenTrust issues a Certificate to You in connection herewith, You agree that IdenTrust may require You to provide a declaration of Your identity information on a form provide by IdenTrust and require such declaration be digitally signed by You using such Certificate. In the event that You do not sign such declaration when provided by IdenTrust, it is understood that IdenTrust will revoke the Certificate.

11. Legal Effect of Digital Signatures. All Digital Transmissions that are signed with a Digital Signature by You using a Private Key corresponding to the Certificate shall have the same legal effect, validity, and enforceability as if the Digital Transmissions had been in writing and manually signed by You. Neither You nor Subscribing Organization will challenge the legal effect, validity, or enforceability of a Digital Transmission on the basis of such Digital Transmission being in digital, rather than in written, form. You and Subscribing Organization shall be responsible for all Digital Transmissions that are Digitally Signed by You using a Private Key corresponding to the Certificate.

12. Privacy. IdenTrust agrees to use reasonable care to safeguard personally identifying information about You obtained by IdenTrust during the application, identification and authentication, and Certificate issuance processes. Use by IdenTrust of such personally identifying information shall be limited to use as provided for under this Agreement, the CPS, the IdenTrust Privacy Policy, or by You in writing. You hereby authorize IdenTrust to contact You and Subscribing Organization with information and offers from IdenTrust related to renewals of the Certificate. You also hereby authorize IdenTrust to disclose information about You to Subscribing Organization in connection with use and administration of the Certificate.

Notwithstanding the foregoing, information contained in the Certificate and information about the status of the Certificate is not private; treating such information as private would defeat the purpose of the Certificate, which is to establish Your identity. Accordingly, IdenTrust may disclose without limitation, save for any limitations on the disclosure of such information that may set forth in the CP or CPS, any information contained in any of the Certificate, CRLs, OCSP responses, or the LDAP directory, including but not limited to the Public Keys, email address, Subscribing Organization's name, the certificate serial number, Certificate expiration date, and Certificate status such as valid, invalid, revoked, or expired.

