

IGC Notaries Certificate Voucher Request Form

- Vouchers will be issued and sent via email to the Representative designated below. Your request will be processed in the order it was received. Orders with complete and accurate information are typically processed within 2 business days.
- Instructions are provided in the email containing the vouchers. Please follow the steps to redeem certificates and any related hardware and software.
- Submit only one order form per purchase order, regardless of how many certificates are being purchased.
- You may find the Voucher Purchase Agreement at:
https://secure.identrust.com/certificates/legal/Voucher_Purchase_Agreement_v1_1.pdf

Certificates, smart cards, and related Certification Authority services are subject to the terms and conditions of the applicable Certification Policy, Certification Practices Statement and end entity agreements (e.g. Subscriber Agreement) of IdenTrust, copies of which can be found at: <https://secure.identrust.com/certificates/policy/igc/index.html>

Company Information

Company Name

Representative to Receive Vouchers (Only One Per Request)

Telephone

Company Address, City, State, Zip Code

Email Address Vouchers Will Be Delivered To

Email Address to Send a Copy of the Vouchers (if needed)

Billing Contact

Telephone

Billing Address, City, State, Zip Code

Email Address Invoice Will Be Delivered To

Date of request

Payment Method

P.O. Number _____ Please include a copy of the Purchase Order with this order form.

NOTE: IdenTrust has a minimum requirement of \$500 for Purchase Order requests. If your voucher request does not meet this requirement, please follow the Credit Card instructions below.
When a P.O. is used, payment is due net 30 days.

Credit Card: IdenTrust accepts Visa, MasterCard, and American Express. If your organization is not tax exempt, please place your voucher order here: <https://www.identrust.com/digital-certificates/enotary-programs>

There is no need to complete or submit this Voucher Order Form when purchasing vouchers online!

Sales Tax - If exempt, please include a copy of your tax exemption certificate when submitting your order. If applicable, also provide your TIN, VAT, or GST number: _____



NOTE: Vouchers are configured exactly as requested. Please clearly indicate whether each voucher is for a new certificate, a renewal, or both. If you are ordering a mix of new and renewal vouchers, specify in your email which are “new” and which are “renew.”

Purpose of these vouchers: New certificate(s) Renew certificate(s) Both

IGC Notaries | Basic Assurance | Individual Identity | Software Storage

	Quantity	Quantity	Quantity
Certificate	1 year (\$89)	2 year (\$159)	3 year (\$212)

IGC Notaries | Medium Assurance | Business Identity | Software Storage

	Quantity	Quantity	Quantity
Certificate	1 year (\$158)	2 year (\$283)	3 year (\$377)

IGC Notaries | Medium Assurance | Individual Identity | Software Storage

	Quantity	Quantity	Quantity
Certificate	1 year (\$129)	2 year (\$233)	3 year (\$310)

_____ Total Number of Vouchers

_____ Subtotal Cost

Shipping option, price per certificate/voucher (select one)*

- U.S. Mail (no charge)
- FedEx Ground/Home – Free when purchasing new hardware
- FedEx Ground/Home – \$16.23 (unless purchasing new hardware)
- FedEx 2nd Day - \$21.04 per voucher
- FedEx Standard Overnight - \$24.52 per voucher
- FedEx Priority Overnight - \$26.13 per voucher
- FedEx International – TBD when the order is submitted

FedEx Account Number _____
(IdenTrust will charge this account for shipping)

_____ Total Shipping

_____ Sales Tax (if applicable)

_____ Total cost of order + applicable taxes

*Certificate activation details for your certificate will be delivered by email. Physical shipment will occur only for hardware purchases.

Submit Voucher Order Form with Payment

Submission checklist:

1. Complete the Voucher Request Form.
2. If paying with a Purchase Order, include a copy of the PO.
3. If paying by credit card:
 - If tax-exempt:
 - Call our Customer Support Team at +1 (888) 248-4447 to provide your credit card information.
 - Include a copy of your tax-exemption certificate.
 - If not tax-exempt:
 - Follow the instructions on page 1 to purchase vouchers online.
4. Submit all required documents by email to:
 - **Email:** Registration@IdenTrust.com
 - **Sales:** Sales@IdenTrust.com

Please do not submit the documentation more than once, as this may result in duplicate orders and charges.

Thank you for choosing IdenTrust for your digital certificate needs!