



AUTHENTICATION GUIDE



Extended Validation SSL

Authentication Requirements



Where it all comes together.™

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1. Overview of Extended Validation Requirements

Extended Validation (EV) SSL Certificates help achieve the highest level of consumer trust through the strictest authentication standards of any SSL certificate. Extended Validation authentication guidelines require VeriSign to obtain and verify multiple pieces of identifying information about EV SSL Certificate applicants.

To ensure your EV SSL Certificate request is processed quickly, review and provide the authentication documents described below.

Authentication Requirements Summary

1. Have the Organizational Contact (identified in the EV certificate order) sign and submit the appropriate **Acknowledgement of Agreement** form.
2. For faster order authentication, complete and submit the appropriate **Lawyer Opinion** letter.
3. Review all other authentication requirements to ensure your order can be expediently processed.

Managed PKI for SSL Customers

If you are a Managed PKI for SSL account holder requesting VeriSign to enable Extended Validation for your account, make sure you use the appropriate forms for Managed PKI for SSL and submit them to the correct fax number or email address.

2. Submitting the Acknowledgement of Agreement

REQUIRED: Your Organizational Contact must acknowledge and sign the Acknowledgement of Agreement and fax or mail it to VeriSign.

IMPORTANT! VeriSign cannot begin processing your order until the signed Acknowledgement of Agreement form is received.

The Acknowledgement of Agreement is found on page 9. Fax or email the signed form to:

1-650-961-8870

support@verisign.com

Managed PKI for SSL

For Managed PKI for SSL accounts, use the Acknowledgement of Agreement form found on page 10 and fax or email the signed form to:

1-650-237-8892

enterprise-authentication@verisign.com

3. Submitting a Lawyer Opinion Letter

To facilitate order processing, complete and submit the Lawyer Opinion letter. The Lawyer Opinion letter verifies certificate and organization details and enables faster issuance of your certificate.

IMPORTANT! The Lawyer Opinion letter is the simplest and most expedient method to provide required verification information. If this verification information is not provided through the Lawyer Opinion Letter, it must be provided through other means (described below).

VeriSign must be able to confirm the following regarding the Lawyer Opinion letter:

- + The letter must be from a lawyer, solicitor, barrister, advocate, or equivalent licensed to practice law in the country of the requesting organization's jurisdiction of incorporation, or in any jurisdiction where the organization maintains an office or physical facility.
- + VeriSign must be able to verify with the appropriate authority that the lawyer is registered in the appropriate jurisdiction.
- + VeriSign must be able to verify the opinion letter directly with the lawyer.

The Lawyer Opinion letter is found on page 11. Fax or email the completed letter to:

1-650-961-8870

support@verisign.com

Managed PKI for SSL

For Managed PKI for SSL accounts, use the Lawyer Opinion letter found on page 13 and fax or email the signed letter to:

1-650-237-8892

enterprise-authentication@verisign.com

4. Organization Authentication Requirements

To qualify for an Extended Validation SSL Certificate, the organization requesting the certificate must be registered as a corporation or equivalent with the appropriate government agency in its country of jurisdiction.

VeriSign must be able to confirm all of the following organizational registration requirements:

- + Official government agency records must include:
 - + The organization's registration number or the organization's date of registration/incorporation.
 - + The organization's registered address (or the address of the organization's registered agent).

- + A non-government data source (such as Dun & Bradstreet) must include the organization's place of business address (as identified in the order.)
- + If the organization has been registered for less than 3 years, VeriSign must verify operational existence through one of the following means:
 - + Through a non-government data source (such as Dun & Bradstreet)
 - or -
 - + By verifying the organization has an active demand deposit account (such as a checking account) with a regulated financial institution through a lawyers opinion letter or directly with the financial institution.

5. Domain Authentication Requirements

To qualify for an Extended Validation SSL Certificate, domain registration details must reflect the full organization name as included on the certificate request.

- + The domain must be registered with ICANN or IANA registrar (for CCTLDs).
- + A parent or subsidiary relationship does not represent sufficient proof of ownership of the domain name. Domain registration details must be updated to reflect the organization name as included on the certificate request.
- + Where domain registration is not updated to reflect the organization name as identified on the certificate request, a lawyer opinion regarding the organization's exclusive right to use the name is required, in addition to verifying this fact directly with the registered domain contact.
- + The Organizational Contact must confirm knowledge of the organization's domain ownership during the verification call.

6. Organizational Contact Authentication Requirements

To qualify for an Extended Validation SSL Certificate, the Organizational Contact identified in the certificate request must be employed by the requesting organization and have appropriate authority to obtain and delegate Extended Validation certificate responsibilities.

Note: Employment and authorization cannot be verified through the organization's Web site.

Note: If the Organizational Contact identified in the certificate request is listed in government records as a corporate officer (such as Secretary, President, CEO, CFO, COO, CIO, CSO, Director, or equivalent), then the Organizational Contact's employment and authorization are deemed approved.

VeriSign must be able to confirm all of the following Organizational Contact requirements:

- + Organizational Contact's identity, title, and employment through an independent source.
- + Organizational Contact is authorized to obtain and approve EV certificates on behalf of the Organization and to delegate this authority to others. This can be verified through one of the following methods:
 - + A Lawyer Opinion letter
 - + A Corporate Resolution letter
 - + Directly contacting the CEO, COO, or similar executive at the Organization to confirm the authority of the Organizational Contact. If no public records are available regarding the CEO, COO, or other executive, VeriSign will contact the Organization's human resources department for contact details.

7. Order Verification Requirements

As part of processing an Extended Validation SSL Certificate, VeriSign must verify the certificate request and all certificate details with the Organizational Contact identified in the certificate request. VeriSign must contact the Organizational Contact using an independently-obtained telephone number (not the telephone number provided in the order).

VeriSign will obtain the telephone number through one of the following methods:

- + By researching qualified telephone databases to find a telephone number. Ensure your Organization's primary telephone number is listed in a public telephone directory.
- + As provided in a Lawyer Opinion letter.
- + As confirmed during a site visit conducted by VeriSign.

During the verification call, VeriSign must verify the following with the Organizational Contact:

- + The name of the technical contact (or Managed PKI administrator) identified in the certificate request and his or her authority to obtain the Extended Validation certificate on behalf of the Organization.
- + If applicable, the Managed PKI administrator's authority to delegate Extended Validation responsibilities.
- + Knowledge of the Organization's ownership and right to use the domain identified in the certificate request.
- + Approval of the Extended Validation SSL Certificate request.
- + Acknowledgement of signature on the Acknowledgement of Agreement

8. Related Links

For additional details on Extended Validation SSL and authentication requirements, go to:

Extended Validation SSL FAQ at:

<http://www.verisign.com/ssl/ssl-information-center/faq/high-assurance-ssl.htm>

Guidelines for Extended Validation Certificates at:

<http://www.cabforum.org>

A. Acknowledgement of Agreement for VeriSign Extended Validation SSL Certificates

Instructions

This Acknowledgement of Agreement must be signed by the Organizational Contact for your EV certificate order, who is **authorized** by your Organization to approve EV certificate requests. VeriSign must independently verify the authority of the Organizational Contact.

This signed Acknowledgement of Agreement must be submitted to VeriSign at:

Fax: 1-650-961-8870

Email: support@verisign.com

VeriSign cannot process your order until receipt of this signed Acknowledgement of Agreement.

I, _____ **[Name of Organizational Contact]**, have read and confirm my acceptance, on behalf of _____ **[Organization Name]**, of the **VeriSign SSL Certificate Subscriber Agreement version 4.0**, which includes Extended Validation terms and conditions, a copy of which is available at:
<http://www.verisign.com/repository/agreements/serverClass3Org.html>

Full name of Organizational Contact: _____

Signature: _____

Title: _____

Date: _____

Place of signing: _____

B. Acknowledgement of Agreement

for VeriSign Managed PKI for SSL Extended Validation SSL Certificates

Instructions

This Acknowledgement of Agreement must be signed by the Organizational Contact for your EV certificate order, who is **authorized** by your Organization to approve EV certificate requests. VeriSign must independently verify the authority of the Organizational Contact.

This signed Acknowledgement of Agreement must be submitted to VeriSign at:

Fax: 1-650-237-8892

Email: enterprise-authentication@verisign.com

VeriSign cannot process your order until receipt of this signed Acknowledgement of Agreement.

I, _____ **[Name of Organizational Contact]**, have read and confirm my acceptance, on behalf of _____ **[Organization Name]**, of the **VeriSign SSL Certificate Subscriber Agreement version 4.0**, which includes Extended Validation terms and conditions, a copy of which is available at:
<http://www.verisign.com/repository/agreements/serverClass3Org.html>

I further confirm that the following named employees of the Organization are duly authorized to act as administrators on the Organization's VeriSign Managed PKI for SSL account, with authority to request and/or approve EV SSL certificate applications on behalf on the Organization. They are also authorized to delegate this authority to others. The authority to delegate shall be valid until specifically revoked by the Organization.

Name	Email
1. _____	_____ (Required)
2. _____	_____ (Optional)
3. _____	_____ (Optional)
4. _____	_____ (Optional)
5. _____	_____ (Optional)

Full name: _____

Signature: _____

Title: _____

Date: _____

Place of signing: _____

C. Lawyer Opinion

for VeriSign Extended Validation SSL Certificates

To:	VeriSign, Inc, Fax: 1-650-961-8870 Email: support@verisign.com [May be sent by fax or email attachment]
Re:	EV Certificate Order Number: <enter order number>
Client:	< <u>Exact Organization Name of Client</u> ¹ >
Organizational Contact:	< <u>Exact name of Organizational Contact who signed the Acknowledgement of Agreement</u> >

Instructions

1. This letter must be completed by your legal counsel, who must be properly registered with the appropriate authorizing agency of his or her jurisdiction.
2. If you are unable to attest to any fact below, you may indicate so by striking a line through the relevant section.
3. VeriSign will contact you to verify your legal opinion.

I represent the Organization (“Client”) that has submitted the EV certificate order (“EV Certificate Order Number”) referenced above. I have been asked by my Client to present you with my opinion as stated in this letter. My opinion below is based on my familiarity with the relevant facts and the exercise of my professional judgment and expertise.

[Optional: Insert customary preliminary matters for opinion letters in your jurisdiction.]

On this basis, I hereby offer the following opinion:

1. _____ [name of Organizational Contact] is employed by my Client as _____ [enter job title], and has the necessary authority to act on behalf of my Client to:
 - (a) Provide the information about my Client's organization that is required for issuance of the EV Certificate as referenced above
 - (b) Request one or more EV Certificates and to designate other persons to request EV Certificates
 - (c) Agree to the relevant contractual obligations contained in the VeriSign SSL Certificate Subscriber Agreement

¹This must be the Client’s exact corporate name, as registered with the relevant Incorporating Agency in the Client’s Jurisdiction of Incorporation. This is the name that will be included in the EV Certificate.

(d) Confirm ownership of domain(s) to be included in any EV Certificate order.

2. My Client has a physical presence and its principal place of business at the following location:

Address : _____

City: _____

State: _____

ZIP/Postal Code _____

3. My Client's telephone number(s)² where the *Organizational Contact* can be contacted telephonically is:

[Area Code] _____ [Number] _____

4. Client owns or has lawful right to use the domain name **<Domain Name/s (optional)>** [Domain/s included in EV request] in identifying itself on the Internet.

5. Client has an active current Demand Deposit Account³ with _____ [name of institution], a regulated financial institution.

[Optional: Insert customary limitations and disclaimers for opinion letters in your jurisdiction.]

Name: _____

Signature: _____

Date: _____

Jurisdiction(s) where admitted to practice: _____

Contact information for the authorizing agency where VeriSign may verify your authority to practice law:

² The telephone number(s) must be listed in a public telephone directory.

³ **Demand Deposit Account:** a deposit account held at a bank or other financial institution, the funds deposited in which are payable on demand. The primary purpose of demand accounts is to facilitate cashless payments by means of check, bank draft, direct debit, electronic funds transfer, etc. Usage varies among countries, but a demand deposit account is commonly known as: a checking account, a share draft account, a current account, or a checking account.

D. Lawyer Opinion

for VeriSign Managed PKI for SSL Extended Validation SSL Certificates

To:	VeriSign, Inc, Fax: 1-650-237-8892 Email: enterprise-authentication@verisign.com [May be sent by fax or email attachment]
Client:	<Exact Organization Name of Client ⁴ >
Organizational Contact:	<Exact name of Organizational Contact who signed the Acknowledgement of Agreement>

Instructions

1. This letter must be completed by your legal counsel, who must be properly registered with the appropriate authorizing agency of his or her jurisdiction.
2. If you are unable to attest to any fact below, you may indicate so by striking a line through the relevant section.
3. VeriSign will contact you to verify your legal opinion.

I represent the Organization (“Client”) that has submitted the EV certificate order (“EV Certificate Order Number”) referenced above. I have been asked by my Client to present you with my opinion as stated in this letter. My opinion below is based on my familiarity with the relevant facts and the exercise of my professional judgment and expertise.

[Optional: Insert customary preliminary matters for opinion letters in your jurisdiction.]

On this basis, I hereby offer the following opinion:

1. [redacted] [name of Organizational Contact] is employed by my Client as [redacted] [enter job title], and has the necessary authority to act on behalf of my Client to:
 - (a) Provide the information about my Client’s organization that is required for issuance of the EV Certificate as referenced above
 - (b) Request one or more EV Certificates and to designate other persons to request EV Certificates
 - (c) Agree to the relevant contractual obligations contained in the VeriSign SSL Certificate Subscriber Agreement
 - (d) Confirm ownership of domain(s) to be included in any EV Certificate order.

⁴ This must be the Client’s exact corporate name, as registered with the relevant Incorporating Agency in the Client’s Jurisdiction of Incorporation. This is the name that will be included in the EV Certificate.

2. My Client has a physical presence and its principal place of business at the following location:

Address : _____

City: _____

State: _____

ZIP/Postal Code _____

3. My Client's telephone number(s)⁵ where the *Organizational Contact* can be contacted telephonically is:

[Area Code]_____ [Number]_____

4. Client owns or has lawful right to use the domain name _____ <Domain Name/s (optional)_____ [Domain/s included in EV request] in identifying itself on the Internet.

5. Client has an active current Demand Deposit Account⁶ with _____ [name of institution], a regulated financial institution.

[Optional: Insert customary limitations and disclaimers for opinion letters in your jurisdiction.]

Name: _____

Signature: _____

Date: _____

Jurisdiction(s) where admitted to practice: _____

Contact information for the authorizing agency where VeriSign may verify your authority to practice law:

⁵ The telephone number(s) must be listed in a public telephone directory.

⁶ **Demand Deposit Account:** a deposit account held at a bank or other financial institution, the funds deposited in which are payable on demand. The primary purpose of demand accounts is to facilitate cashless payments by means of check, bank draft, direct debit, electronic funds transfer, etc. Usage varies among countries, but a demand deposit account is commonly known as: a checking account, a share draft account, a current account, or a checking account.