

DOCUMENTATION INSTRUCTIONS FOR PERSONAL IDENTIFICATION

This document contains four sections: Instructions to Applicant, Instructions to Confirming Person, Personal Declaration Statement and Confirming Person Information

Instructions to Applicant

The applicant MUST be validated in a face to face setting for the purpose of authenticating the identity for Sectigo Limited ("Sectigo") to issue SSL or signing certificates. The documents listed below are required and must be presented to a Notary Public, Latin Notary, Attorney or Certified Public Accountant (hereafter referred to as Confirming Person) to be vetted for authenticity.

Step 1: Obtain the following 3 document types. The documents will be used by a Confirming Person to attest to your identity and address. The documents must match your name and one of the three documents must match your address. The three documents are to be listed on the Personal Statement Declaration.

Document #1, Government issued photo ID. A current, valid, government issued photo ID.

Choose one - Acceptable government issued photo ID. documents include:

- a. Driver's license
- b. Government issued personal identification card
- c. Concealed weapons permit
- d. Military ID
- e. Other form of government generated photo I.D

Document #2, Financial document. Financial secondary evidence document must be from an acceptable financial institution and contain the applicant's name:

Choose one - Acceptable financial institution documents include:

- a. A major credit card or debit card from a regulated financial institution, provided it contains an expiration date and has not expired
- b. A mortgage statement from a recognizable lender that is less than six months old
- c. A bank statement from a regulated financial institution that is less than six months old

Document #3 Non-financial document. The document must contain the applicant's name and address.

Choose one - Acceptable non-financial documents include:

- a. Original, land-line telephone utility bill showing your name, address, and phone number (not a mobile/cellular telephone bill)
- b. Recent original utility bill or certificate from utility company confirming the arrangements to pay for the services at a fixed address
- c. A copy of a statement for a payment of a lease, provided the statement is dated within the past six months
- d. A certified copy of a birth certificate
- e. A local authority tax bill for the past year
- f. A certified copy of a court order, such as a divorce certificate, annulment papers, or adoption papers.

Step 2: Complete the Personal Statement Declaration, attached below, detailing the 3 documents from Step 1.

Step 3: Do not sign the Personal Statement Declaration unless you are in the presence of the Confirming Person.

Step 4: Take the required three documents and these instructions to the Confirming Person. A photocopy of the government issued photo ID will be required by the Confirming Person.

Step 5: Ask the Confirming Person to follow the Instructions in the Confirming Person section to vet the documents and verify your signature on the Personal Statement Declaration form that you are to sign in their presence. You may be required to pay a fee for this service.

Step 6: After the Confirming Person has completed vetting the documents, notarized the Personal Statement declaration and photocopy ID, and completed the Confirming Person information, return to Sectigo these documents:

- Notarized Personal Statement Declaration
- Notarized photocopy of the government issued photo ID
- Confirming Person Information

Step 7: Upload the documents using Validation Manager link found in your confirmation email or create a ticket at <https://sectigo.com/support-ticket> and attached the documents.

The information on this form is collected, used, and retained by Sectigo Limited (“Sectigo”) for our legitimate business interests and in accordance with industry standards mandated by the CA/B Forum (such as the Baseline Requirements and EV Guidelines). For more details on how we protect, process and manage your data, for how long we may retain your data, or for information on how to manage your privacy preferences (for example, to withdraw any consent previously given), please view our Privacy Policy at <https://sectigo.com/privacy-policy>.

Instructions to Confirming Person

The person (herein referred to as the Applicant) is providing you this Documentation Instructions form and accompanying documents to verify their identity.

As the Confirming Person, you are charged with the responsibility to check the validity and integrity of the Applicant's three documents, verify the accuracy of the documents listed in the Personal Statement Declaration, complete the confirming person section with your information, notarize a photocopy of the government issued photo ID, and notarize the Personal Declaration Statement and Applicant signature.

If you have questions regarding this form or your responsibilities as the Confirming Person, please call 888-266-6361 or [\(914\) 732-8446](tel:9147328446).

Step 1: Authenticate the identity of the Applicant using the government photo ID, financial and non-financial documents provided by the Applicant and that are listed in the Personal Declaration Statement. The name must match exactly on the documents and one of the 3 documents must match the address.

Step 2: Verify the information about each document listed in the Personal Statement Declaration is accurate.

Step 3: Require the Applicant to date and sign in your presence the Personal Statement Declaration and notarize the Applicant's signature.

Step 4: Make a photocopy and attest to the government-issued photo ID that it is a full, true, and accurate reproduction of the original.

Step 5: Complete the Confirming Person Statement section with your information.

Step 6: Return the following documents to the Applicant:

- Original documents listed on the Personal Statement Declaration
- Notarized Personal Declaration Statement
- Completed and signed Confirming Person Information
- Notarized photocopy of the government issued photo ID

The Applicant will send the Personal Statement Declaration, notarized photocopy of the government-issued photo ID and Confirming Person Information documents to Sectigo using our ticketing system <https://sectigo.com/support-ticket> or the Validation Manager link found in their confirmation email.

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Personal Statement Declaration

Personal Statement Declaration made by the Applicant according to Sectigo's Certificate Requirements:

I, _____ ("Applicant"), with residence at _____, do solemnly declare as follows:

1. That the information set forth in my Certificate application, order number _____, to Sectigo Limited and set forth in this Declaration is true, complete, and accurate.
2. That the documents I have provided to the Confirming Person to substantiate the aforesaid information constitutes accurate personal information about me.
3. That I am the person referenced in the documents provided and listed herein.
4. That I have provided the following documents to a Confirming Person as required by Sectigo.

i) Document #1: A current, valid, governmentally issued photo ID

(1) Document type with photo: _____

(2) Issued by: _____

(3) Serial number: _____

(4) Name on document: _____

(5) Address (if listed on document): _____

(6) Expiration date: _____

ii) Document #2: Financial document/statement

(1) Document type: _____

(2) Issued by: _____

(3) Name on document: _____

(4) Address (if listed on document): _____

(5) Date or expiration date: _____

iii) Document #3: Non-financial document.

(1) Document type: _____

(2) Issued by: _____

(3) Name on document: _____

(4) Address: _____

(5) Expiration Date if any: _____

If Applicant is in North America:

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dated: _____

Signed: _____

If Applicant is outside North America:

I do solemnly and sincerely declare that the contents of this declaration are true, and I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Dated: _____

Signed: _____

Confirming Person Information

Confirming Person Statement:

Signed before me on the _____ day of _____, 20____, by _____ (“Applicant”), whose identity has been proven to me, who, in my presence, signed and dated this Personal Statement Declaration made by Applicant according to Sectigo’s Extended Validation Certificate Requirements.

Confirming Person’s Name (please print): _____

Confirming Person Signature: _____ Date: _____

Date of Expiration of Confirming Person’s License/Commission: _____

State/Province in which Confirming Person is Licensed/Commissioned: _____

License/Commission Number: _____

I am a: Notary _____ Attorney _____ CPA _____ Latin Notary _____ (Check one)

Company/Firm Name: _____

Street Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____

Phone: _____ Email: _____
