

EV SSL CERTIFICATE DOCUMENTATION INSTRUCTIONS FOR PERSONAL IDENTIFICATION PART 1

Instructions to Applicant

Step 1: Please print this entire four-part document, read it, and follow steps 2, 3 and 4 below.

Step 2: Gather the following three documents:

Documentation Required For Proper Authentication of Applicant

1. A current, valid, governmentally-issued photo I.D. (such as a driver's license, passport, personal identification card, a concealed weapons permit, military ID, or other form of government generated photo I.D).
2. Two forms of secondary evidence to establish your identity, both of which must contain your name. One of these must be from a financial institution:

Acceptable financial institution documents include:

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

Acceptable non-financial documents include:

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

Step 3: Take the required documents and all the printed pages of this “Documentation Instructions” form to a licensed/commissioned notary with access to a copy machine and fax machine.

Step 4: Ask the licensed/commissioned notary to follow the instructions in Part 2. You may be required to pay a fee for this service.

Step 5: Send by overnight delivery to the Comodo address listed on page 5 of these instructions

- The **original notarized copies** of pages 3 and 4 (Part 3 and Part 4) of this document.
- Photocopies made by the licensed/commissioned notary of the documents used by the licensed/commissioned notary for authentication.

If you have questions regarding this form or your responsibilities as the applicant, call 1 (206) 203-6361

Part 2

Instructions to Licensed/Commissioned Notary

The person providing you this Documentation Instructions form and accompanying documents is an applicant for a Comodo Extended Validation SSL Certificate. Read through this form, especially Part 2 Instructions to Licensed/Commissioned Notary. Check all documents provided by the Applicant:

General Instructions to Notary:

The purpose of this document is to assist in the authentication of the individual presenting this document, herein referred to as the Applicant. The Applicant has applied for a Comodo Extended Validation SSL Certificate. This digital certificate is used to verify the Applicant. As the notary, you are charged with the responsibility to check the validity and integrity of the Applicant's documentation listed in Part 1 (step 2). All documentation must be in the Applicant's name.

After all of the Applicant's documentation has been checked and the Personal Statement Declaration (in Part 3) has been signed and notarized, the Applicant will send via overnight delivery all documents to the Comodo address listed on page 5 of these instructions. If you have questions regarding this form or your responsibilities as the notary, please call 1 (206) 203-6361. Thank you.

SPECIFIC INSTRUCTIONS TO NOTARY:

- Authenticate the identity of the Applicant using the information and photo identification in the documents listed in Part 1 (Step 2).
- Require the Applicant to date and sign in your presence the Personal Statement Declaration in Part 3 below ***and then notarize the applicant's signature on that Declaration.***
- Complete Part 4 of this form and date and sign it.
- Make photocopies of this form including signed Parts 3 and 4 and all documents provided by the Applicant and checked by you as part of this authentication process.
- Attest ***on the photocopy of the government id*** that it is a full, true, and accurate reproduction of the original.
- Return the originals of the documents and forms, and photocopies of the authentication documents to the Applicant.
- FAX the copies of all documents to Comodo at the fax number shown on page 5 of this document.
- You may charge a reasonable fee for your services from the Applicant.

Part 3

Personal Statement Declaration Made by Applicant According to Comodo CA's Extended Validation Certificate Requirements

I, _____, the undersigned Applicant, declare under penalty of perjury the following:

1. That the information set forth in my Extended Validation (EV) SSL Certificate application to Comodo CA for the EV Certificate(s) for the Common Name(s) _____ and set forth in this Declaration is true, complete, and accurate;
2. That the documents I have provided to the licensed/commissioned notary 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 agree to the terms and provisions of the contract under which Comodo CA is providing me with an Extended Validation SSL Certificate, the terms set forth in (1) the extended validation certificate licensing agreement, and (2) the warranties and limitations on warranties;
5. That I further agree to the terms and provisions of the relevant Certificate Practice Statement(s) as amended from time to time.
6. That I will use the subscribed Extended Validation SSL Certificate consistent with the relevant security policies and procedures of Comodo CA; and
7. That I have provided the following documents to a notary as required by Comodo CA.
 - a. A current, valid, governmentally issued photo I.D. (such as a driver's license, or passport).
 - b. The following document from a financial institution: _____
 - c. The following other evidentiary document: _____

Signature: _____ Date: _____

Applicant's Full Name: _____

Applicant's Other Names Used: _____

Applicant's Address: _____

Notary Statement: On the ____ day of _____, _____, there appeared before me the Applicant, _____, who, in my presence, signed and dated this Personal Statement Declaration Made by Applicant According to Comodo's Extended Validation Certificate Requirements.

Notary Signature: _____ **Date of Notary Signature:** _____

Date of Expiration of Notary's License/Commission: _____

State/Province in which Notary is Licensed/Commissioned: _____ **Notary's Seal:** _____

Part 4

**Declaration Under Penalty of Perjury
Made by Licensed/Commissioned Notary To Comodo CA**

Under penalty of perjury, I, the undersigned licensed/commissioned notary declare as follows:

- 1. My name is _____
- 2. I am a licensed/commissioned notary in the State of _____, Notary Number: _____
- 3. My commission expires on: _____
- 4. My principal address is: _____
Room, apartment or suite: _____
Street: _____
City: _____
State or province: _____ Zip Code: _____
- 5. My telephone number is: _____
(include country code, area code, number and extension:)
- 6. My Fax number is: _____
(include Country code, Area code, Number and Extension:)
- 7. I read all four parts of these Documentation Instructions.
- 8. I examined the Applicant's documents required for authentication of the Applicant's identity.
- 9. I authenticated the identity of the Applicant by following the instructions in Part 2, above.
- 10. I witnessed the signing and dating by the Applicant of the Declaration in Part 3.
- 11. I personally completed this Declaration in Part 4 with true, complete, and accurate information.
- 12. I personally attached hereto true and correct copies of the documents I examined as part of this documentation process.
- 13. I personally faxed all parts of this form, the signed Declarations in Part 3 and 4, and the attached documents to Comodo CA to the fax number on page 5 of this document.

Signature of licensed/commissioned notary: _____

Date: _____

COMODO ADDRESS

Please hand-deliver or mail the required documents to:

Comodo Group, Inc.
525 Washington Blvd., Suite 1400
Jersey City, NJ 07310

Phone: (206) 203-6361
Fax: (801) 303-9359

Check List of Required Documents to be delivered by Applicant to Comodo:

- Parts 1, 2, 3 and 4 of Documentation Instructions completed and signed. (These are also faxed by the Notary to Comodo.)
- A copy of an attested current, valid, governmentally issued photo I.D. of the Applicant (such as a driver's license, or passport). (This is also faxed by the Notary to Comodo.)
- A copy of a financial institution document (this is also faxed by the Notary to Comodo)
- A copy of one additional evidentiary document that contains Applicant's name. (this is also faxed by the Notary to Comodo)

Location of documents referred to in Part 3 – Personal Statement Declaration Made by Applicant:

All of the documents can be found at <http://www.comodo.com/repository>, including:

1. Digital certificate licensing agreement (Part 3, Item 'e' (1))
2. Warranties and limitations on warranties (Part 3, Item 'e' (3))
3. Certificate Practice Statement(s) (Part 3, Item 'f')
4. Policies and procedures of Comodo (Part 3, Item 'g')