



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 **Acknowledgement of Agreement** form.
2. Review all other authentication requirements to ensure your order can be expediently processed.
3. To expedite your order:
 - Complete and submit the **Lawyer Opinion** letter with valid order detail information.
 - or -
 - Register your business with Dun & Bradstreet at <http://www.dnb.com/us> or 1-800-234-3867.

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.

The Acknowledgement of Agreement is found on page 8. Fax or email the signed form to:

1-650-961-8870

ev-support@verisign.com

3. Submitting a Lawyer Opinion Letter

The Lawyer Opinion letter verifies certificate and organization details and may enable faster issuance of your certificate.

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 9. Fax or email the completed letter to:

1-650-961-8870

ev-support@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, phone number, and Officer/Director information (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).
- + Where domain registration does not reflect the organization name as identified in the certificate request, positive confirmation of the organization's exclusive right

to use the domain name is required from the registered domain administrator or with a Lawyer Opinion letter.

- + The Organizational Contact must confirm knowledge of the organization's domain ownership during the verification call.
- + Where domain registration is private, the domain registrar is required to unblock the privacy feature.

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
 - + 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 identified in the certificate request and his or her authority to obtain the Extended Validation certificate on behalf of the Organization.
- + 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

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

Guidelines for Extended Validation Certificates

<http://www.cabforum.org>

Generating a CSR

http://www.verisign.com/support/ssl-certificates-support/page_dev019431.html

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 Agreement must be submitted to VeriSign at:

Fax: 1-650-961-8870

Email: ev-support@verisign.com

VeriSign cannot issue 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 all Extended Validation terms and conditions, a copy of which is available at www.verisign.com/repository/agreements/serverClass3Org.html. In requesting this Extended Validation Certificate and accepting this agreement on behalf of my Organization, I confirm that I have been granted the authority to accept these terms on behalf of my Organization, to approve EV certificate requests, and have the right to use the domain names submitted on the certificate application.

Full name of Organizational Contact: _____
Signature: _____
Title: _____
Date: _____
Place of signing: _____

B. Lawyer Opinion

for VeriSign Extended Validation SSL Certificates

To:	VeriSign, Inc, Fax: 1-650-961-8870 Email: ev-support@verisign.com [May be sent by fax or email attachment]
Re:	EV Certificate Order Number: < 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. Attached is a Legal Cover Letter.**
- 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.**

Dear Legal Practitioner,

You have been asked by your client to provide a legal opinion to aid them in obtaining a VeriSign Extended Validation SSL Digital Certificate. The Extended Validation (EV) SSL Certificate standard is intended to provide an improved level of authentication of entities that request digital certificates for securing transactions on their Web sites. A new vetting format, which all issuing Certification Authorities (CAs) must comply with, ensures a uniform standard for certificate issuance. This means that all CAs must adhere to the same high security standards when processing certificate requests.

Because of the heightened assurance level of this product VeriSign must take added steps, as detailed in the industry standard CA/Browser Forum EV SSL Certificate guidelines http://www.cabforum.org/EV_Certificate_Guidelines.pdf

The legal opinion can be used to verify any or all of the following items:

- Address of the place of business
- Assumed name of client
- Telephone number at place of business
- Exclusive right to use a domain name
- The name, title, authority, and agency of organizational contact

The information above must be verified by you. The Guidelines allow lawyers to include customary limitations and disclaimers for opinion letters in their jurisdiction, "provided that the scope of the

¹ 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.

disclaimed responsibility is not so great as to eliminate any substantial risk (financial, professional, and/or reputational) to you should the legal opinion prove to be erroneous.” An example of such disclaimer language that VeriSign could not accept, other than for the authorization of the Organizational Contact is, “We have assumed the accuracy of the oral or written statements and other information of public officials, and officers and representatives of our Client, without having made independent investigation of factual matters”. Any such disclaimers of investigation and/or your knowledge of facts could nullify the opinion.

Once the opinion letter is submitted, VeriSign will contact the legal board/association that licensed yourself to verify your professional standing. Using the contact information they have on record, VeriSign will then contact you to confirm the accuracy of the opinion.

Should you have any questions, please call 1-877-438-8776 (Option 1 twice then Option 2) or 1-650-426-3400 during normal business hours (Monday-Friday 5:00 am-6:00 pm PST).

Thank you,
VeriSign Customer Support
ev-support@verisign.com

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

Address: _____

City: _____

State: _____

ZIP/Postal Code: _____

Telephone: [Area Code] _____ [Number] _____

3. Client owns or has lawful right to use the domain name

_____ *[Domain(s) included in EV request]* in identifying itself on the Internet.

4. Client has an active current Demand Deposit Account² 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 your Bar Association or Law Society:

² 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, or a current account.