

QuoVadis (EU) Qualified Personal Organisation Certificate

Through this application form the Certificate holder registers information required for the application and generation of a personal Certificate, with the inclusion of the name of an Organisation.

Details Certificate Content

		Detail in Certificate
Name Trade Register (e.g. KvK/KBO)		<input type="checkbox"/>
Trade Register Number		<input type="checkbox"/>
Given Names (GN)		<input checked="" type="checkbox"/>
Surname (SN) (in full)		<input checked="" type="checkbox"/>
Personal business email address		<input type="checkbox"/>
Organisation Name (O)		<input checked="" type="checkbox"/>
Organisation Unit (OU)		<input type="checkbox"/>
Place Name (L)		<input type="checkbox"/>
State/Province (S)		<input type="checkbox"/>
Country (C)		<input checked="" type="checkbox"/>
Common Name		<input checked="" type="checkbox"/>

The information above is used within the contents of your certificate and will be visible when you use it. All other details provided in this application form are used to process your request. All personal details are handled in accordance with data protection laws.

Additional Certificate Details

Additional Certificate Details					
Validity period	3 year (standard)		2 year		1 year
Device choice	USB-token (standard)	Smartcard	HSM	QV HSM*	

NB: If you have chosen a USB token then please read the information at the end of this application form.

*QV HSM choice – invitation will be sent to QV tech support for installation.

Details Certificate Holder

Date of Birth, Place and Country	
Nationality	
Personal Business Telephone number	

Verified Identification Document

Type of ID document	
Number of ID document	
Expiry date of ID document	

Organisation Details

Visiting address	
Postcode	
Place	
State/Province	
Country	
General enquiries telephone number	
General enquiries email address	

Paraf
Certificate holder

Paraf
Authorised Representative

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Details Authorised Legal Representative

First names	
Surname	

Verified Identification Document

Type of ID document	
Number of ID document	
Expiry date of ID document	

The services related to this application are governed by the Master Services Agreement, which includes (as updated from time to time):

- the QuoVadis CP/CPS Root CA1/CA3
- Certificate Terms of Use
- Private Notice

The documents referenced above are available at <https://www.quovadisglobal.com/uk/repository/> and <https://www.quovadisglobal.com/uk/privacy-policy/>

By signing this application form, you confirm that the information you provide is complete and correct, and that you agree to the Master Services Agreement, including its above-referenced attachments.

Place	Signature Certificate holder	paraf certificate holder
Date (dd-mm-jjjj)		

Place	Signature Authorised representative	paraf Authorised representative
Date (dd-mm-jjjj)		

Plaats	Signature Registration representative QuoVadis	
Date (dd-mm-jjjj)		
<i>New holder</i>	<i>Existing holder</i>	Name

Use of QSCD Tokens - From 1 July 2021

If you have chosen to use a USB token for your Qualified Certificate then please read this information. Use of Qualified Certificates in combination with a USB Token require that the token is an approved QSCD device as defined by the EU regulation eIDAS (Regulation 910/2014 EU). To ensure that your Qualified Certificate is compliant with this EU regulation, QuoVadis have implemented the following procedure.

Step 1 – Complete Application

Your application for a new Qualified Certificate will be received and processed by the QuoVadis team. Once payment has been received you will proceed to Step 2.

Step 2 – QuoVadis Prepares your QSCD Token

The QuoVadis team will prepare your QSCD token ready for use. These initialization steps will be completed before the QSCD token is sent to you. Once complete QuoVadis will ship the token to you.

NOTE: Do not use/activate the QSCD until instructed to do so. You will receive 2 email invitations in this process. Please do not action any steps until you have received your token.

NOTE 2: Your token will have a PIN provided. We strongly recommend that you change this PIN to protect your Certificate.

Step 3 – Email Invitation 1

You will receive an invitation from TrustLink to confirm the Certificate contents are accurate.

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Step 4 - Approval

Your request will be reviewed and approved by QuoVadis.

Step 5 – Install DigiCert Desktop Client

Before using your QSCD please follow the instructions provided in this manual. These are the steps to install the DigiCert Desktop Client: <https://tl.quovadisglobal.com/registrant/confirmation/installddc>

You will need the DigiCert Desktop Client to download your Certificate and install it on your QSCD token.

Step 6 – Email Invitation 2

Once your request is approved (Step 4) you will receive a confirmation email from TrustLink, with instructions on how to download your Certificate.

NOTE: Please make sure that you have completed step 5 before trying to download the Certificate.