

## Application for Issuance of an Advanced Personal Certificate Term 3 years, issued as Soft- or USB-Token

By accepting this application form, the applicant agrees to the terms and conditions of the Master Services Agreement, available at [https://www.quovadisglobal.com/master\\_services\\_agreement](https://www.quovadisglobal.com/master_services_agreement), of which this application form is part. German and French translations of the Master Services Agreement are also available at the repository located at <https://www.quovadisglobal.com/repository/>, or upon request.

Only electronically completed applications can be processed. Explanations on how to fill in this application can be found on the following page.

### Variants / Intended Use

(Please select the desired variant)

#### QuoVadis Advanced Certificate

Soft-Token (file) – Price according to current [price list](#)  
Authentication and signing of PDF documents  
**without** automatic detection in Adobe (AATL)

#### QuoVadis Advanced Premium Certificate

USB-Token (hardware) – Price according to current [price list](#)  
Authentication and signing of PDF documents  
**with** automatic detection in Adobe (AATL)

### Certificate Details

First name

Last name

Email address \* Optional

Organization (Company/name according to company index) - Optional

Commercial register/UID number - Mandatory field Organization entry

\* When using an Email address in the certificate, a validation of the Email address is performed. To do this, an Email is sent to the Email address specified above. The recipient must confirm receipt of the Email by clicking on the confirmation link.

### Administrative Details

Billing address (company name, street + no., postal code, city, country)

Delivery address (if different from billing address)

Correspondence Email address

Phone number

### Applicant

(Required documents to be submitted are listed on the following page)

With his signature the applicant confirms the correctness of the entered data.

Signature of applicant

Function/Department

First and last name in block letters

Place, Date

### Company Representative

(Authorised signatory, if with organization entry, required documents to be submitted are listed on the following page)

Place, Date

Place, Date

Signature of company representative 1

Signature of company representative 2 (multiple signature)

First and last name in block letters

First and last name in block letters

**QuoVadis Trustlink Schweiz AG** (for internal purposes)

Place, Date

Signature of employee registration authority

**1 – Required Official Identification Documents**

The following additional documents must be submitted with the signed application:

**For certificates with organization entry or when using the organization's Email address**

- Identity check and authenticated copy of the applicant's identity document (colour copy) (according to 2 - Identity Check)
- Confirmation of the certificate application by a company representative (persons authorized to sign, according to paragraph Company Representative)
- Current excerpt from the commercial register or similar official document that officially confirms the existence of the organisation

**For private persons (without organization entry)**

- Identity check and authenticated copy of the applicant's identity document (colour copy) (according to 2 - Identity Check)

**2 – Identity Check**

Go in person to one of the identity verification checkpoints listed below to have your identity confirmed.

**Identity Checkpoints:**

- Selected municipal administrations / city councils (with the exception of the canton of Vaud)
- Selected SBB Change / Western Union counter (SBB customer identification)
- Swiss Post (yellow identification)
- Notary's offices
- QuoVadis Office St. Gallen
- Company internal verification centre  
(only possible with a corresponding agreement between the organization and QuoVadis)

**The identity check requires the following documents:**

- Valid official identification document (passport or identity card) of the applicant

A clearly legible colour copy of the official identity document is made and signed at the identity verification office. The identity card must be copied on both sides. The identity verification office may charge a fee for the identity check.

**3 – Send documents to QuoVadis**

Please send the originals of all required documents (signed application form and documents according to section 1) to:

QuoVadis Trustlink Schweiz AG  
Poststrasse 17  
Postfach  
9001 St. Gallen

**4 – Support and Revocation Service****Revocation**

Web [www.quovadisglobal.ch](http://www.quovadisglobal.ch) (at "Register/Manage"/Certificate Revocation)

**Support**

Phone +41 71 228 98 98

Email [support.ch@quovadisglobal.com](mailto:support.ch@quovadisglobal.com)