

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

Only digitally completed applications can be processed - please DO NOT fill out this form by hand!

### Intended Use

#### Advanced Personal Certificate AATL

- On 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

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

Commercial register/UID number - Mandatory field Organization entry

### Administrative Details

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

Delivery address (if different from billing address)

E-mail address certificate holder

Phone number

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

With his signature, the applicant confirms the correctness of the data entered and agrees to the Framework contract (MSA) including the documents and annexes listed under Item "6 - Contractual Basis" and agrees to the documents and annexes listed below.

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 documents for the applications

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

### For certificates with organization entry

- 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

- QuoVadis Office St. Gallen
- Selected SBB Change / Western Union counter (SBB customer identification)
- Swiss Post (yellow identification)
- Company internal verification centre  
(only possible with a corresponding agreement between the organization and QuoVadis)

### The identity check requires the following documents:

- **Passport or identity card** authorizing entry into Switzerland.  
No driver's licenses or residence permits can be accepted.

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 – Contact

**Main number:** +41 71 228 98 00  
**Sales:** [qv.sales.ch@digicert.com](mailto:qv.sales.ch@digicert.com)  
**Technical support:** [qv.support@digicert.com](mailto:qv.support@digicert.com)  
**Certificates, registrations:** [qv.register.ch@digicert.com](mailto:qv.register.ch@digicert.com)

## 5 – Revocation

Revoking certificates and reporting certificate problems are important security components of online trust. By submitting the application form, the applicant agrees to the publication of the reason for revocation of its certificate. Further information on certificate revocation is available at <https://www.quovadisglobal.com/ch/certificate-revocation>.

## 6 – Contractual Basis

By submitting this application form, the applicant accepts the associated contractual terms and conditions (Master Services Agreement (MSA)) as amended in the respective valid version (<https://www.quovadisglobal.com/resources/master-services-agreement-en.pdf>).

The MSA and referenced, applicable documents (see below) can be reviewed at <https://www.quovadisglobal.com/repository/> and <https://www.quovadisglobal.com/privacy-policy/>.

- CP/CPS for Root CA and Root CA3 v4.35
- Certificate Terms of Use
- Privacy Notice