



User identification for electronic certificates/signatures according to ZertES

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1. Download Application form

Download the required application form from our website and fill it out electronically:
<https://www.quovadisglobal.com/ch-en/application-forms/>.

2. Download Voucher

New customers or customers for which this is explicitly included in the contract, can print out a Voucher for the identity check by an SBB or Post office here: <https://www.quovadisglobal.com/ch-en/application-forms/> under the section «User identification ZertES». Without Voucher authorization, a fee will be charged for identification at your chosen SBB or Postal office.

3. face-to-face Identity check

Go in person to an SBB or Post office with your valid passport or ID card (and if authorized, with your Voucher) to have your identity confirmed.

Note: Municipalities and notaries are no longer allowed.

4. Send documents to QuoVadis

Send the fully electronically completed and signed application form and necessary documents (page 2, section 1 of the application form) in the original by mail to:

QuoVadis Trustlink Schweiz AG
Poststrasse 17
Postfach
9001 St. Gallen

5. Email invitation online identification

Within about 5 working days after receiving your documents (step 4) you will receive an email invitation to complete an additional online identification. The email has the sender «no-reply@digicert.com» and the subject «Verify your Identify with Autoident». If you have not received the mail within 10 working days (please check spam folder) or the invitation is no longer valid, please inform us (qv.register.ch@digicert.com).

6. Online identification

Please have your valid passport or ID card ready and follow the instructions in the email. The online identification takes about 3 minutes and can be done at any time, 24h during 7 days.

7. Certificate issuance

After successfully completed online identification, the issuance process takes place based on the selected product. You will be informed by email about the deployment (and setup) of the product (usually within 5 working days after finishing step 6).