

## Application for Issuance of the QuoVadis Signing Service, Term 3 years, tokenless

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

### Variants / Intended Use (Please select the desired variant)

#### QuoVadis Signing Service *Standard*\*

Price according to current [price list](#)

Signing of PDF documents with **qualified electronic signature**; equivalent to a hand signature according to **ZertES**

#### QuoVadis Signing Service *AC*\*

Price according to current [price list](#)

**Authentication** and signing of PDF documents with **advanced electronic signature**; automatic recognition in Adobe (**AATL**)

#### QuoVadis Signing Service *Premium*\*

Price according to current [price list](#)

QuoVadis Signing Service **Standard & QuoVadis Signing Service AC**; contains both certificates

\* Please note that the QuoVadis Signing Service can only be used with Microsoft Windows.

### 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

### Strong Authentication (One-time password procedure)

Mobile phone number (for one-time password procedure)

Smartphone

eToken \*

\* Instead of the free smartphone token, an eToken (hardware token) can be ordered for a fee of CHF 49.00 (excluding VAT). The eToken is sent to the delivery address.

### 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

The identity check consists of the following two steps:

**Step 1:** Personal identification at an approved identity checkpoints

**Step 2:** Online identification using a smartphone app

### Step 1: Identity checkpoints

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

- QuoVadis Office St. Gallen
- Selected SBB Change / Western Union counter ([SBB customer identification](#))
- Swiss Post ([yellow identification](#))
- Internal Identity Checkpoint (LRA Local Registration Authority Partner)  
(only possible with appropriate contractual agreement between organization and QuoVadis)

A well legible color copy of the official identity card is made and signed at the identity checkpoint. The **identity card** must be copied on **both sides**.

Eligible applicants will be able to download a voucher for a free identification confirmation by an SBB or Post Office [HERE](#).  
New customers or customers for which the vouchers are explicitly part of the contract are **entitled** to do so.

### Step 2: Online identification

Applicants who have their personal identification confirmed by SBB, Swiss Post or an LRA partner of QuoVadis Trustlink Schweiz AG, must additionally go through an online identification. How to proceed as well as further information can be found at [User identification ZertES](#).

The identity check in Step 1 as well as Step 2 requires a **passport or identity card** authorizing entry into Switzerland.  
No driver's licenses or residence permits can be accepted.

Both Step 1 and Step 2 must be successfully completed in order for the identity to be confirmed and finally for a certificate to be issued.

## 3 – Send documents to QuoVadis

Please send the signed application form together with the **original** 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 revocation reason for his certificate being published. Further information on certificate revocation is available at <https://www.quovadisglobal.com/ch-en/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