User identification for electronic certificates/signatures according to ZertES

Download Application form	Send documents to QuoVadis	Email invitation online identification	Online identification	Certificate issuance

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. **Send documents to QuoVadis**
   Send the fully electronically completed and signed application form in the original by mail to:

   > QuoVadis Trustlink Schweiz AG
   > Poststrasse 17
   > Postfach
   > 9001 St. Gallen

3. **Email invitation online identification**
   Within about 5 working days after receiving your documents (step 2) you will receive an email invitation to complete an additionally required online identification. The email has the sender «no-reply@digicert.com» and the subject «Verify your identity to complete your order». If you have not received the mail within 10 working days (please check spam folder) or the invitation is no longer valid, please inform us (qv.register.ch@digicert.com).

4. **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.

5. **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 4).