

## Request Form

### PKloverheid Personal Organisation certificate

By filling in this form, the Certificate Holder, with permission from the authorised representative, registers their details for the purpose of requesting and generating a PKloverheid Personal Organisation certificate.

DETAILS CERTIFICATE CONTENT		DISPLAY THESE DETAILS IN THE CERTIFICATE
First Name(s)		✓
Surname		✓
Personal Business Email Address		
Organisation Name (O)		✓
Country (C)		✓
Common Name (CN)		✓

The information above is used within the contents of your certificate and will be visible when you use it. All other details provided in this application form are used to process your request. All personal details are handled in accordance with data protection laws.

ADDITIONAL DETAILS			
Certificate Components (Key Usages)	Signing (standard)	Authentication	Encryption
Required Validity	3 years (standard)	2 years	1 year
Device Options	USB Token .	Non-QSCD.	QV HSM*

NB: If you have chosen a USB token then please read the information at the end of this application form.

DETAILS CERTIFICATE HOLDER	
Birth date, Place and Country	
Nationality	
Personal Business Phone Number	
VERIFIED ID DOCUMENTS	
Type of ID document	<div>Passport</div> <div>ID Card</div>
Number ID document	
Expiry date ID document	

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#### DETAILS SUBSCRIBER AND AUTHORISED REPRESENTATIVE SUBSCRIBER

Trade Registry Number (KvK)	
First Name(s)	
Surname	

#### VERIFIED ID DOCUMENTS

Type of ID document	Passport	ID Card
Number ID document		
Expiry date ID document		

The services related to this application are governed by the Master Services Agreement, which includes (as updated from time to time):

- the QuoVadis PKloverheid CPS
- Certificate Terms of Use
- Privacy Notice

The documents referenced above are available at <https://www.quovadisglobal.com/uk/repository/> and <https://www.quovadisglobal.com/uk/privacy-policy/>.

By signing this application form, you confirm that the information you provide is complete and correct, and that you agree to the Master Services Agreement, including its above-referenced attachments.

#### REGISTRATION OF PKIO AUTHENTICATION CERTIFICATE FOR E-RECOGNITION

Is registration permitted?	Yes	No
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Place		
Date (dd-mm-yyyy)	Signature <b>Certificate Holder</b>	
Place		
Date (dd-mm-yyyy)	Signature <b>Authorised Representative</b>	
Place		
Date (dd-mm-yyyy)	Signature <b>Registration Representative QuoVadis</b>	
<input type="checkbox"/> New Holder	<input type="checkbox"/> Existing Holder	Name QV Representative

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#### Use of QSCD Tokens

If you have chosen to use a USB token for your Qualified Certificate then please read this information attentively.

Use of Qualified Certificates in combination with a USB Token require that the token is an approved QSCD device as defined by the EU regulation eIDAS (Regulation 910/2014 EU). To ensure that your Qualified Certificate is compliant with this EU regulation, QuoVadis have implemented the following procedure.

#### Step 1 – Complete Application

Your application for a new Qualified Certificate will be received and processed by the QuoVadis team. Once payment has been received you will proceed to Step 2.

#### Step 2 – QuoVadis Prepares your QSCD Token

The QuoVadis team will prepare your QSCD token ready for use. These initialization steps will be completed before the QSCD token is sent to you. Once complete QuoVadis will ship the token to you.

NOTE: Do not use/activate the QSCD until instructed to do so. You will receive 2 email invitations in this process. Please do not action any steps until you have received your token.

NOTE 2: Your token will have a PIN provided. We strongly recommend that you change this PIN to protect your Certificate.

#### Step 3 – Email Invitation 1

You will receive an invitation from TrustLink to confirm the Certificate contents are accurate.

#### Step 4 - Approval

Your request will be reviewed and approved by QuoVadis.

#### Step 5 – Install DigiCert Desktop Client

Before using your QSCD please follow the instructions provided in this manual. These are the steps to install the DigiCert Desktop Client: <https://tl.quovadisglobal.com/registrator/confirmation/installddc>. You will need the DigiCert Desktop Client to download your Certificate and install it on your QSCD token.

#### Step 6 – Email Invitation 2

Once your request is approved (Step 4) you will receive a confirmation email from TrustLink, with instructions on how to download your Certificate.

NOTE: Please make sure that you have completed step 5 before trying to download the Certificate.