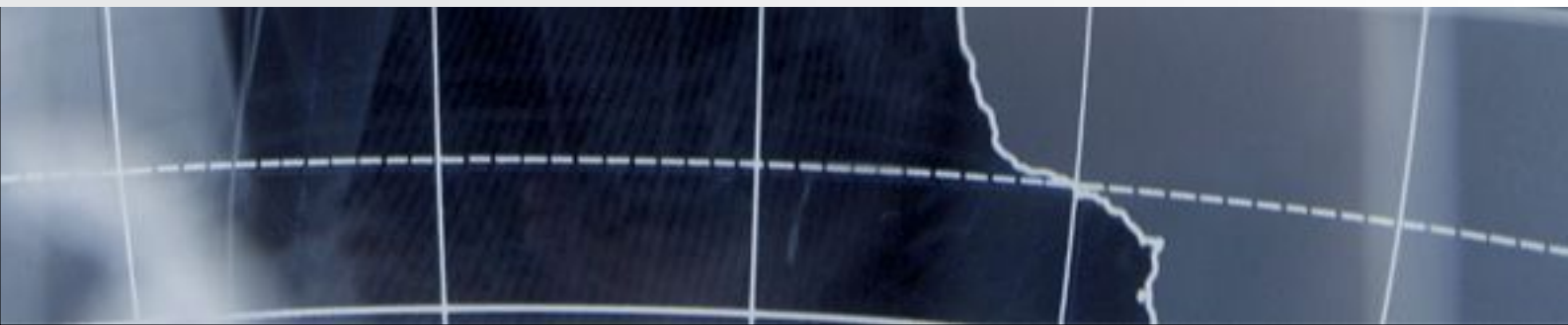




## *Authentication Guide*



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Extended Validation SSL achieves the highest level of consumer trust through the strictest authentication standards of any SSL certificate. Extended Validation verification guidelines require *thawte* to obtain and verify multiple pieces of identifying information about Extended Validation certificate applicants.

To ensure your SSL Certificate request is processed quickly, review and provide the authentication documents described below.

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## *Submitting the thawte Extended Validation SSL Agreement*

**REQUIRED:** Your Organizational Contact must acknowledge and sign the *thawte* Extended Validation SSL Agreement and fax or mail it to *thawte*.

**IMPORTANT!** *thawte* cannot begin processing your order until the signed Agreement is received.

The Extended Validation SSL Agreement is found on page 7. Fax the signed agreement to:  
+1 650 237 8888

## *Submitting a Lawyers Opinion Letter*

To facilitate order processing, complete and submit the Lawyers Opinion Letter. The Lawyers Opinion Letter verifies certificate and organization details and enables faster issuance of your certificate.

**IMPORTANT!** The Lawyers Opinion Letter is the simplest and most expedient method to provide required verification information. If this verification information is not provided through the Lawyers Opinion Letter, it must be provided through other means (described below).

*thawte* must be able to confirm the following regarding the Lawyers Opinion Letter:

- + The letter must be from a lawyer, solicitor, barrister, advocate, or equivalent licensed to practice law in the country of the requesting organization's jurisdiction of incorporation, or in any jurisdiction where the organization maintains an office or physical facility.
- + *thawte* must be able to verify with the appropriate authority that the lawyer is registered in the appropriate jurisdiction.

The Lawyers Opinion Letter is found on page 8. Fax or email the completed letter to:

Fax: +1 650 237 8888

International Email: [ev-orderprocessing@thawte.com](mailto:ev-orderprocessing@thawte.com)

US, Canada and Latin Email: [cs-support@thawte.com](mailto:cs-support@thawte.com)

## *Organization authentication requirements*

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To qualify for an Extended Validation SSL Certificate, the organization requesting the certificate must be registered as a corporation or equivalent with the appropriate government agency in its country of jurisdiction.

*thawte* must be able to confirm all of the following organizational registration requirements:

- + Official government agency records must include:
  - + The organization's registration number.
  - + The organization's date of registration/incorporation.
  - + The organization's registered address (or the address of the company's registered agent).
- + A non-government data source (such as Dun & Bradstreet) must include the organization's place of business address.
- + If the organization has been registered for less than 3 years, *thawte* must verify operational existence through one of the following means:
  - + Through a non-government data source (such as Dun & Bradstreet)
  - OR -
  - + By verifying the organization has an active demand deposit account (such as a checking account) with a regulated financial institution through a lawyers opinion letter or directly with the financial institution.

## *Domain authentication requirements*

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To qualify for an Extended Validation SSL Certificate, domain registration details must reflect the full organization name as included on the certificate request.

- + The domain must be registered with ICANN or IANA registrar (for CCTLDs).
- + A parent or subsidiary relationship does not represent sufficient proof of ownership of the domain name. Domain registration details must be updated to reflect the full organization name as included on the certificate request.
- + The Organizational Contact must confirm knowledge of the organization's domain ownership during the verification call.

## *Organizational Contact authentication requirements*

To qualify for an Extended Validation SSL Certificate, the Organizational Contact identified in the certificate request must be employed by the requesting organization and have appropriate authority to obtain and delegate Extended Validation certificate responsibilities.

**Note:** Employment and authorization cannot be verified through the organization's Web site.

**Note:** If the Organizational Contact identified in the certificate request is listed in government records as a corporate officer (such as Secretary, President, CEO, CFO, COO, CIO, CSO, Director, or equivalent), then organizational contact employment and authorization can be approved without verifying this information as described below.

*thawte must be able to confirm all of the following Organizational Contact requirements:*

- + Organizational Contact's identity, title, and employment through an independent source.
- + Organizational Contact is authorized to obtain and approve EV certificates on behalf of the Organization and to delegate this authority to others. This can be verified through one of the following methods:
  - + A lawyers opinion letter
  - + A Corporate Resolution letter
  - + Directly contacting the CEO, COO, or similar executive at the organization and confirming the authority of the organizational contact. If no public records are available regarding the CEO, COO, or other executive, *thawte* will attempt to contact the organization's human resources department for contact details.

## *Order verification requirements*

As part of processing an Extended Validation SSL Certificate, *thawte* must verify the certificate request and all certificate details with the Organizational Contact identified in the certificate request. *thawte* must contact the Organizational Contact using an independently-obtained telephone number (not the telephone number provided in the order).

This telephone number is obtained through one of the following methods:

- + By researching qualified telephone databases to find a telephone number. Ensure your organization's primary telephone number is listed in a public telephone directory.
- + As provided in a lawyers opinion letter.
- + As confirmed during a site visit conducted by *thawte*.

During the verification call, thawte must verify the following with the Organizational Contact:

- + The name of the technical contact identified in the certificate request and his or her authority to obtain the Extended Validation certificate on behalf of the organization.
- + Knowledge of the company's ownership and right to use the domain identified in the certificate request.
- + Approval of the Extended Validation SSL Certificate request.
- + Acknowledgement of signature of thawte Extended Validation Subscriber Agreement

### *Related links*

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For additional details on Extended Validation SSL and authentication requirements, go to:

Extended Validation SSL FAQ at:

<http://www.thawte.com/ssl-digital-certificates/extended-validation/info.html>

*thawte Extended Validation SSL Agreement*

Instructions

This acknowledgement of Agreement must be signed by the Organizational Contact for your EV certificate order, who is authorized by your Organization to approve EV certificate requests. *thawte* must independently verify the authority of the Organizational Contact.

This signed Acknowledgement Agreement can be faxed back to *thawte* at: +1 650 237 8888

*thawte* cannot begin to process your order until receipt of this signed Acknowledgement.

I, \_\_\_\_\_ [Name of Organizational Contact]

Confirm that I am duly authorized by \_\_\_\_\_ [Full legal Organization Name] to enroll for and approve Extended validation SSL certification on behalf of the Company. I have read and confirm my acceptance of the *thawte* SSL Certificate Subscriber Agreement version 4.0, that includes all Extended Validation terms and conditions on behalf of [Full legal Organization Name], a copy of which is available at <http://www.thawte.com/repository/index.html>

Full name of Organizational Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Place of signing: \_\_\_\_\_



## Lawyers Opinion Letter

To:	<i>thawte</i> , Inc, Fax: +1 650 237 8888 International Email: ev-orderprocessing@thawte.com US, Canada and Latin Email: cs-support@thawte.com (May be sent by fax or email attachment)
Re:	EV Certificate Order Number: <enter order number>
Client:	<Exact Organization Name of Client> - see footnote 1
Organizational Contact:	<Exact name of Organizational Contact who signed the Application> - see footnote 2

### Instructions for lawyer/attorney

1. This letter may be completed by any internal or external legal Counsel properly registered with the appropriate Bar or attorney Association.
2. If you are unable to attest to any fact below, you may indicate so by striking a line through the relevant section.
3. *thawte* will contact you to verify your legal opinion

I represent [exact Organization Name of Client ] (“Client”), who has submitted the Application to you as described above (“Application”). I have been asked by my Client to present you with my opinion as stated in this letter.

My opinion below is based on my familiarity with the relevant facts and the exercise of my professional judgment and expertise.

[Optional: Insert customary preliminary matters for opinion letters in your jurisdiction.]

On this basis, I hereby offer the following opinion:

- o \_\_\_<enter Org Contact>\_\_\_\_\_ [name of Organizational Contact] is employed by my client as \_\_\_<enter Title of Org Contact>\_\_\_[enter job title], and has the necessary authority to act on behalf of Company to: (a) provide the information about Company required for issuance of the EV Certificates as contained in the attached Application, (b) request one or more EV Certificates and to designate other persons to request EV

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This must be the Client's exact corporate name, as registered with the relevant Incorporating Agency in the Client's Jurisdiction of Incorporation. This is the name that will be included in the EV Certificate.

Certificates, (c) agree to the relevant contractual obligations contained in the Subscriber Agreement on behalf of Company, and (d) provide confirmation that the Company has knowledge of its ownership of domain(s) to be included in any subsequent EV certificate issued to the company in the future.

- o My client has a physical presence and its principal place of business at the following location:

Address : \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP/Postal Code \_\_\_\_\_

- o My client's registered telephone number(s) where Client's Representative can be contacted telephonically is:

[Area Code]\_\_\_\_\_ [Number] \_\_\_\_\_

- o Client has the exclusive right to use the domain name \_\_\_<Domain Name/s (optional)\_\_\_\_\_ [Domain/s included in EV request] in identifying itself on the Internet.
- o Client has an active current Demand Deposit Account with \_\_\_\_\_ [name of institution], a regulated financial institution.

[Optional: Insert customary limitations and disclaimers for opinion letters in your jurisdiction.]

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Jurisdiction(s) where admitted to practice : \_\_\_\_\_

Contact information for your Bar Association, or Law Society:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Demand Deposit Account: a deposit account held at a bank or other financial institution, the funds deposited in which are payable on demand. The primary purpose of demand accounts is to facilitate cashless payments by means of check, bank draft, direct debit, electronic funds transfer, etc. Usage varies among countries, but a demand deposit account is commonly known as: a checking account, a share draft account, a current account, or a checking account.