# **| EASY STEPS**

Follow this guide to easily navigate the steps required to issue your Extended Validation (EV) Code Signing certificate.

### DigiCert needs to make sure

**Authenticate the Organization** 

your business is real. Your legal entity name must be registered and active within your country/ state and match the information entered. If you use a trade name, assumed name or DBA; make sure all registration filings are up to date (additional documentation may be required to verify the Sole Owners identity).





### Online Government Database - DigiCert

PREFERRED METHOD

looks at the official website of your country/state that displays your business entity registration status publicly. Everything must be an exact match to the details entered during enrollment.



### Official Registration Documents - DigiCert will accept business registration documents

**ALTERNATIVE METHODS** 

- (Articles of Inc., Chartered License, DBA Statement) issued from your local government. Legal Opinion Letter – If your business entity registration is not publicly available, you can have legal counsel or a professional/chartered
- accountant verify existence with a signed letter. This will also satisfy steps 2-4. **COMMON ISSUES**



### Official registration details outdated/expired. Sole Proprietors from the United Kingdom

on the letter.

don't qualify.

Wrong business name submitted.

Unable to complete an alternative method.

Refusal to pay for legal/accountant signature

Online Government Database - DigiCert

looks at the official website of your country/state

that displays your incorporation data publicly.



### 3 years, alternative verifications

or more years. If it is younger than

**Prove Operational Existence** 

DigiCert must verify if your legal

entity has been operational for 3

are required.





## **ALTERNATIVE METHODS**

date does not matter.

PREFERRED METHOD

submit business registration documents (Articles of Inc., Chartered License, DBA Statement). ■ Dun & Bradstreet – If younger than 3 years,

DigiCert can use a comprehensive DUNS Credit Report if you have one, the registration

■ Bank Confirmation Letter – If younger than 3 years, provide DigiCert a letter verifying your legal entity has an active checking account

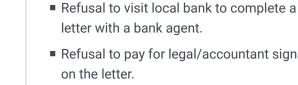
■ Official Registration Documents - If you've been operating for 3+ years, but the incorporation date is not visible, you can

(demand deposit) with a local financial institution. ■ Legal Opinion Letter – If incorporation date is not visible or your business is younger than 3 years, you can have your legal counselor

professional/chartered accountant verify by signing a letter. This will also satisfy steps 2-4.

**COMMON ISSUES** Dun & Bradstreet displays outdated entity details.

Refusal to pay for legal/accountant signature



on the letter.

letter with a bank agent.

Online Government Database - DigiCert

state that displays your business entity

physical address. Everything must match

looks at the official website of your country/

PREFERRED METHOD

enrollment details exactly.

**ALTERNATIVE METHODS** Official Registration Documents - DigiCert will accept business registration documents (Articles of Inc., Chartered License, DBA Statement) issued from your local government.

■ Dun & Bradstreet - DigiCert can use a



### the physical address associated with your business entity. ■ Legal Opinion Letter – If your business entity registration is not publicly available, you can

comprehensive DUNS Credit Report to verify

This will also satisfy steps 2-4. **COMMON ISSUES** 

Some gov't databases or registration docs (i.e. Delaware) do not list business's address.

Refusal to pay more for legal/accountant

Entity is registered through a third-party

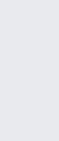
■ Dun & Bradstreet displays outdated

entity details.

signature on letter.

have legal counsel or a professional/chartered accountant verify existence with a signed letter.

agency (i.e. offshore) and applicant can't verify physical presence.



**Verify Physical Address** 

Your legal entity must have an

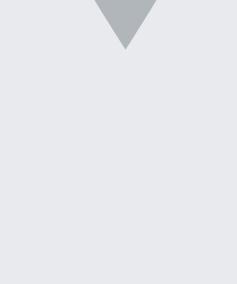
established physical presence

in the registered country/state.

DigiCert must verify the street

address, city, state & country.

PO Boxes are not accepted!



**Verify Phone Number** 

number listing verifiable by

accepted telephone directories

online. Listing must display the **EXACT** same verified business

name with a corporate identifier

(i.e. Inc., LLC) and physical address.

You must have an active telephone



### PREFERRED METHOD Online Government Database - DigiCert looks at the official website of your country/state that

business entity.

satisfy steps 2-4.

COMMON ISSUES

telephone numbers.

directories (i.e. YellowPages) as long as the verified business details are the same. ■ Dun & Bradstreet - DigiCert can use a

comprehensive DUNS Credit Report to verify the telephone number associated with your

■ Legal Opinion Letter – If your telephone number is not visible, you can have legal counsel or a professional/chartered accountant verify existence with a signed letter. This will also

Majority of online gov't databases don't display

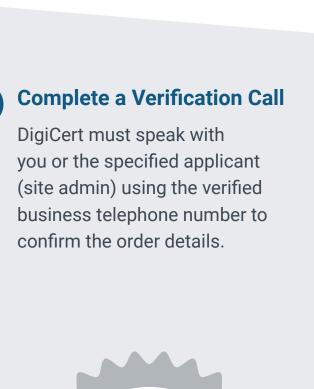
Applicants refuse to publicly display company

Refusal to pay more for legal/accountant

■ Third-Party Directory - DigiCert can use an existing or new telephone listing in acceptable

publicly displays your telephone number.

**ALTERNATIVE METHODS** 





### Telephone listings in third-party directories or Dun & Bradstreet display outdated entity details or telephone numbers.

phone number temporarily.

PREFERRED METHOD

signature on letter.

Verified Business Telephone Number - This is

telephone resource used to call you directly.

Extension or IVR - If the verified telephone number is not the applicant's direct line, DigiCert can enter an extension (if provided)

applicant's direct line, DigiCert can either be transferred or obtain another telephone number from a colleague after initiating the call using the verified telephone number.

**ALTERNATIVE METHODS** 

the telephone number pulled from an acceptable



### or follow an IVR to connect directly to you. ■ Transfer or Alternative Telephone Number - If the verified telephone number is not the

COMMON ISSUES

- Unable to answer the telephone during normal operating hours. ■ No operator or colleague to transfer/provide alternative telephone number to be reached.
- requester an email to approve the certificate. COMMON ISSUES

Forgetting to complete this step.

At the end of the validation process, after the

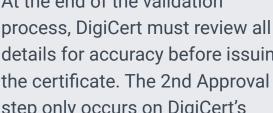
verification call, DigiCert sends the certificate

PREFERRED METHOD



**Submit EV Approver Form** 





details for accuracy before issuing the certificate. The 2nd Approval step only occurs on DigiCert's end and does not typically require any input from the certificate requester. When this final approval step is finished, you will receive instructions via email to collect your certificate.







### Sign the Acknowledgment of Agreement Form and submit

## it to DigiCert.

## **Final Approval** At the end of the validation