6 EASY STEPS

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



Submit EV Approver Forms

In order to be issued an EV SSL or EV Code Signing certificate. you must first complete the Subscriber Agreement and EV Certificate Request Forms. You should complete this step as soon as possible so that Sectigo may proceed with the organization validation process.





PREFERRED METHOD

You may complete physical copies of the Subscriber Agreement and EV Certificate Request forms and submit the documents to Sectigo.



HOW TO SUBMIT THE FORMS

- 1. Download and complete these two forms: o EV Code Signing Form
 - o Subscriber Agreement
- 2. Submit them to Section here: https://sectigo.com/support-ticket
 - ****Don't forget to reference your Vendor Order Number



COMMON ISSUES

Delays completing the EV Approver forms can result in delays with the overall validation process.



Prove Organization Existence

Sectigo needs to verify that your organization is legally registered and in good standing with the registering authority. This information can typically be verified through a government database. Your legal entity name must be registered and active within your country/ state and match your enrollment.

certificate with the legal name. The trade name/DBA (doing business as) must be registered in a government agency.

A trade name can be listed on the

Sole proprietorship / sole trader and some partnerships require a principal individual in the organization to be verified. The Validation Specialist contacts you if more documentation is needed.



Online Government Database: Sectigo

PREFERRED METHOD

looks at the official website of your country/state government which publicly displays your business registration details and status. Everything must match the enrollment form exactly.



Official Registration Documents: Sectigo will

ALTERNATIVE METHODS

accept business registration documents (e.g. Articles of Incorporation, Chartered License, DBA statement) that were issued from your local government. You can submit documents to Sectigo in reply to their request for information, using the Validation Manager URL provided for your order, or by submitting a case on https://sectigo.com/support-ticket.

COMMON ISSUES



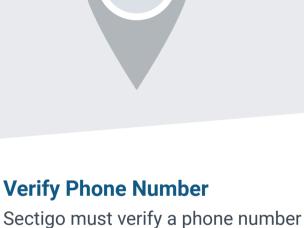
■ Dun & Bradstreet displays outdated

- entity details. Refusal to visit local bank to complete a
- letter with a bank agent. Refusal to pay for legal/accountant signature
- on the letter.



Verify Physical Address Sectigo will verify that your

organization is legally registered in the state or country you have provided. Sectigo will confirm that you have a legitimate physical presence within the area registered. This information can typically be verified through a government database. Use the address where the organization conducts business. Do not use PO Box, mail stop/forwarding, care of, virtual office address or a registered agent address.



belonging to the organization to



Official Government Website: Sectigo looks at the official website of your country/state

PREFERRED METHOD

government that publicly displays your business address.



Third-Party Directory: Sectigo can use an existing or new address listing in acceptable business

ALTERNATIVE METHODS

verified business details are the same. **COMMON ISSUES**

directories such as Dun and Bradstreet if the



Some government databases or registration docs do not list business addresses.

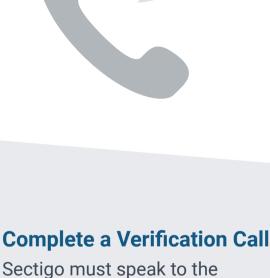
- Dun and Bradstreet displays outdated organization details. Entity is registered through a third-party
- agency (i.e. offshore) and applicant can't verify physical presence.

Third-Party Directory: Sectigo can use an existing or new telephone number listing



contact an authorized employee at the end of the validation process.

In order to receive an EV certificate. you must have a registered active telephone listing that is verifiable by an online telephone directory.





in acceptable directories (e.g. Dun and Bradstreet) as long as the verified business details are the same.

PREFERRED METHOD

ALTERNATIVE METHODS Official Government Website: Sectigo can use

your official business registration documents if





COMMON ISSUES

they include a telephone number.

No third-party business directory listing exists. Third-party business directory lists incorrect telephone number.

Official government record does not include

Using the telephone number verified on a thirdparty business directory or official government

website, Sectigo will call the organization and

request to speak to the signer listed on the EV



phone number.



signer is an employee of the organization, and the signer's title.

signer listed on the subscriber

agreement to verify the signature

on the EV Approver forms, their

authority to sign the form, if



ALTERNATIVE METHODS

Approver forms.

PREFERRED METHOD

If Sectigo cannot reach an operator at the verified phone number, they may leave a voicemail with a verification code and instructions for returning the call to complete this step. We recommend listing your name in your company's directory and adding your name to your voicemail response to help Sectigo reach you.



COMMON ISSUES

Phone number uses IVR or requires extensions to reach a representative. Representatives are not available to answe



Final Approval At the end of the validation process, Sectigo must review all details for accuracy before issuing the certificate. The 2nd Approval step only occurs on Sectigo's end and does not typically require any input from the certificate requester. When this final approval step is finished, the certificate is then provisioned on its physical

USB device and then mailed to

your business address.

