Translations related to the following procedures:  
  
a) For domain verification, WHOIS is used to check the link between FQDN and Organisation Name. Then the domain contact is notified (a phone call to the organization main phone number and asking to talk to the domain contact) for checking the domain name recording. The domain contact is asked about the FQDN value in order to avoid mistake on sub-domain value. During the phone call to the domain owner, the RA ask if he agrees the certificate creation.   
  
b) After Certinomis confirms that the organization exists, then Certinomis verifies that the applicant is authorized to represent the organization in question. This is done by requiring national ID cards and an authorization document signed by both the organization representative and the certificate agent. The authorization document contains the FQDN of the certificate and names the certificate manager (the person who will receive the certificate). The certificate manager must also provide a copy of the national ID card and another signed document.   
  
c) Certinomis confirms that the representative is who he claims to be as follows.   
When the subscriber creates an account on the Certinomis web site. Certinomis uses the INSEE database to check the name and the activity of the organization:   
<http://avis-situation-sirene.insee.fr/avisitu/jsp/avis.jsp>   
For "1 étoile" level, the identity of the certificate subscriber is verified by using the ID card and the extrait K-bis from the Trade Registry.   
For "2 étoiles" level, the identity of the certificate subscriber is verified by a face-to-face in a post office.

>>a) For domain verification, WHOIS is used to check the link between FQDN

>>and Organisation Name. Then the domain contact is notified (a phone call

>>to the organization main phone number and asking to talk to the domain

>>contact) for checking the domain name recording. The domain contact is

>>asked about the FQDN value in order to avoid mistake on sub-domain

>>value. During the phone call to the domain owner, the RA ask if he

>>agrees the certificate creation.

WHOIS & PHONE CALL:

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.3.3 Enregistrement d'un dispositif ou d’une application

The identification of the future device (or application) representing a corporation needs, on one hand, the identification of this entity and, on the other hand, the identification of the physical person in charge of the device and at last the identity of the device.

The identification of the entity and person in charge of the device is realized following the disposals of the item 3.2.3.1 and if the entity designates a certificate agent, following disposals of the item 3.2.3.2.

RA verifies that the requester is authorized by his company to receive certificates for the device or the application. The person or the organization that presents a request must establish the proof of his right of usage on the device or the application that will have the requested certificate. In particular in the case of a web server, the person will have to establish the proof that the domain name belongs to him.

RA verifies that the request contains the following documents:

· A written request of certificate, dated back to less than 3 months, signed by a legal representative of the entity or by the certificate agent, containing the server FQDN.

· A signed mandate, and dated back to less than 3 months, by a legal representative of the organization or by the certificate agent designating the future holder to which the certificate must be delivered. This mandate must be signed for acceptance by the future certificate holder.

· A proof of possession by the entity of the domain name corresponding to the FQDN of the server.

The RA preserves the documents received for the recording of the holder, examines the given pieces and documents with a reasonable care and verifies if they appear to be conformant and valid.

CPS: <http://www.certinomis.com/publi/rgs/PR_AE_OpC_100125.pdf>

2.1.3.1 Dans le cas de l’utilisation d’un FQDN

The certificate’s common name (CN) must be a FQDN. (Fully Qualified Domain Name). A FQDN starts with a hostname (www, ftp…) et ends with an extension (.com, .eu, .fr, .org etc.). This is the internet address to access to the server, with no directory or files (not a full URL)

ex. :

www.certinomis.com , www.test-certinomis.com are FQDN.

On the other hand, www.certinomis.com/faq is not acceptable (directory).

The following chars are forbidden within a FQDN : slash(/), comma(,)

spaces (and other like tab).

Dash(-) and dot (.) are accepted.

The operator (RA) must verify:

1. The link between the organization and the domain name to certify, if needed, ask complements.

2. The ownership of the domain name, on these internet web sites:

http://www.networksolutions.com/whois/index.jhtml. (domains .com, ..org, .net)

http://www.afnic.fr/outils/whois (domains .fr)

http://www.eurid.eu (domains .eu)

http://www.norid.no/domenenavnbaser/domreg.html (other countries)

If the identified organization is not the owner of the domain, the recorded owner of the domain must provide an authorization of usage of domain name to the identified organization.

The domain’s contact information must be up-to-date. If not the domain owner must update them. When done, he must notify the operator for checking the domain name recording and then the operator can validate the certificate request.

In addition, if the request is done under the form of a request accompanied with a CSR, this one is checked by the back office tool in order to verify the proof of possession of the private key.

PROC: <http://www.certinomis.com/publi/rgs/PR-SC-CDR-0036-06.pdf>

(Processing Request of Certificate)

1.2 VERIFICATIONS TELEPHONIQUES

The goal of telephone verification procedure is to check:

• The provided contact works in the corporation that did the request.

• He agrees the certificate request

• He confirms the addresses e-mail

• He is authorized to do a certificate request, to receive it and to install it.

This verification must be carried out by a strictly different person of the person that carried out the preceding verifications.

The verification of the number of telephone can be done on the following official sites: www.verif.com [www.pagesjaunes.com](http://www.pagesjaunes.com) Or by the telephone services (118 008, 118 712, 118 000, 118 218 etc.).

If the number of seized telephone is a number of cellular telephone: the technical contact must produce a right proof indicating the link between this number and the corporation ( telephone bill with the name of the Organization for example).

At the time of the telephone call, the operator puts a number of questions to validate the certificate request:

- If you obtain all the responses to your questions, you can validate this step of verification and emit the certificate

- If certain information are lacking or erroneous, you must indicate to the customer the elements to provide in order to rectify his request.

You will find a model of script of telephone verifications in annex §2.2

>>b) After Certinomis confirms that the organization exists, then

>>Certinomis verifies that the applicant is authorized to represent the

>>organization in question. This is done by requiring national ID cards

>>and an authorization document signed by both the organization

>>representative and the certificate agent. The authorization document

>>contains the FQDN of the certificate and names the certificate manager

>> (the person who will receive the certificate). The certificate manager

>>must also provide a copy of the national ID card and another signed

>>document.

ID card :

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.3.1 Enregistrement d'un individu

The identification of the future holder (person) representing an entity requires, first, identification of the entity and, secondly, the identification of the individual.

The identification of the entity is performed under the terms of Article 3.2.2.

The RA verifies the photocopy of at least one piece of official identification of valid recipient containing a photograph and signature, preceded by the words "certified true copy of the original", dated within three (3) months from the date of filing of documents deemed to be the date in the postmark.

The EA maintains the documents received for registration of the beneficiary, examines the evidence and documents provided with reasonable care and checks whether or not present the appearance of compliance and validity.

CPS : <http://www.certinomis.com/publi/rgs/PR_AE_OpC_100125.pdf>

2.1.1 Vérification de l’identité des personnes

Each person named in an application file, it makes the applicant's behalf or on behalf of his company, must provide proof of its existence.

This evidence takes the form of an valid official identity document.

A list of documents accepted subject to the additional sheet:

[FC\_AE\_OPC\_JUSTIFS]

Extract from FC\_AE\_OPC\_JUSTIFS:

1. A company registered at the French Trade Register

\_ An original K-Bis certificate of incorporation dated less than 3 months, delivered by the registry

\_ One valid copy of your company’s articles of association, bearing the signature of its representatives

2. French organisations registered at the SIRENE Register

\_ a situation notice from the SIRENE register justifying your registration number

\_ a copy of the articles of association / minutes of the General

Assembly, or any other valid document bearing the signatures of the organisation’s representatives

\_ ELECTED REPRESENTATIVES : a copy of the minutes / the debate leading to the election of the Mayor, the Chairman, etc. This copy is to bear your organisation’s stamp and mention « certified true copy »

\_ APPOINTED REPRESENTATIVES : a copy of the official gazette or bulletin attesting to this appointment (if the page contains a lot of text, please highlight the line involved).

3. European organizations

\_ copy of the document awarding your organisation its Intra-community

VAT Identification Number

\_ copy of the registration at a trade and company register, «certified true copy »

\_ a copy of the articles of association / minutes of the General

Assembly, or any other valid document bearing the signatures of the organisation’s representatives

PROC: <https://www.certinomis.com/publi/rgs/FC_AE_OPC_JUSTIFS_091216.pdf>

2.1.1 JUSTIFICATIFS D’IDENTITE LORS DE LA DEMANDE

(typo on chapter number in the doc 1.1.1 written...)

The photocopies (both sides) of the following pieces are accepted justifying the identity and of a person. These pieces must include the photograph of their owner, duly signed by him, and including a photograph.

These pieces are used at the time of the certificate request to testify existence of the people, on the other hand, at the time of the face-to-face of the support (2 stars only).

2.1.1 Accepted documents to proove the identity:

+ Nationnal Id card

+ International Passport

+ Resident permit

+ Driving Licence (less than 10 years)

+ Administrative Id card

Authorization:

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.3.3 Enregistrement d'un dispositif ou d’une application

The identification device of the future (or application) representing an entity requires, firstly, the identification of the entity and, secondly, the identification of the person responsible and the device and finally the identity of device.

The identification of the responsible entity and the device is made under the provisions of section 3.2.3.1 and the entity designates (certificate agent) under section 3.2.3.2.

The RA verifies that the applicant is entitled to receive certificates for the device or application.

The person or organization submitting an application must prove its right to use the device or application to which reference will be made in the certificate. Especially in the case of a web server, it must prove that the domain name belongs to him.

The RA verifies that the application contains the following parts:

· A written request for a certificate, dated within 3 months, signed by a legal representative of the entity or by the certificate agent and with the FQDN of the server affected by this request,

• A mandate, dated less than 3 months, appointing the future server manager as eligible to server manager be for the computer server which the server certificate must be issued. This warrant must be signed by a legal representative of the entity or the certificate agent and co-signed for acceptance by the future server manager

· A proof of possession by the entity of the domain name corresponding to the FQDN of the server.

The RA maintains the documents received for registration of the device, examine the evidence and documents provided with reasonable care and checks whether or not present the appearance of compliance and validity.

CPS : <http://www.certinomis.com/publi/rgs/PR_AE_OpC_100125.pdf>

3.1.2 Certificats 1 étoile (see the [serveur] part)

[SERVER]

An authorization to issue a certificate that includes:

the name and identification number of the organization, the full name of the technical contact, the server name.

A proxy of the legal representative (present conditional)

This must be informed if the designated certificate agent is not the legal representative of the entity he represents. This form contains the name, business contact of the legal representative's name, identification number of the organization, and remember: the full name and address of the representative professional certification.

This document states explicitly the role and powers of attorney submitted to management certification certificate requests on behalf of the organization.

This document is optional if the legal representative of the company is only mandatory for certification. May be replaced by: any document or power of attorney within the organization to the extent the powers are set out at least equivalent to the powers set out in the Document record type.

A warrant, dated within 3 months, appointing the future server manager as eligible to be server manager for the computer server which the server certificate must be issued. This warrant must be signed by a legal representative of the entity or the certificate agent and co-signed for acceptance by the future server manager,

A request form that includes:

- The information contained in the CSR (Certificate Signing Request, or certificate signing request). The CSR is generated by the client on the server before being pasted on the forms certificate application online.

- A customer agreement signed and dated, or the reference of this contract and the customer agreement relating thereto.

- A customer's purchase order or an order of service partners (depending on the billing).

- The file also includes documents requested to verify the information given on this application.

>>c) Certinomis confirms that the representative is who he claims to be as

>>follows.

>>When the subscriber creates an account on the Certinomis web site.

>>Certinomis uses the INSEE database to check the name and the activity of

>>the organization:

>> http://avis-situation-sirene.insee.fr/avisitu/jsp/avis.jsp

>>For "1 étoile" level, the identity of the certificate subscriber is

>>verified by using the ID card and the extrait K-bis from the Trade

>>Registry.

>>For "2 étoiles" level, the identity of the certificate subscriber is

>>verified by a face-to-face in a post office.

OV :

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.2 Validation de l'identité d'un organisme

The RA verifies that the application contains the following parts:

• A warrant signed and dated within 3 months by a legal representative of the entity designating the certificate agent. This warrant must be signed by the certificate agent for acceptance

• A commitment signed and dated within 3 months of the certificate agent, with HQ, to perform properly and independently controls the records of applicants,

• A commitment signed and dated within 3 months of the certificate agent to report his departure to EI entity,

• A formal identity document valid certificate agent with a photo ID (such as national identity card, passport or stay), which is presented to EI which retains a copy.

The RA verifies the photocopy of at least one official ID of the recipient being validity with his photo and signature, preceded by the words "certified copy true to the original "dated less than three (3) months from the date of filing of documents deemed to be the date in the postmark.

The RA maintains the documents received for registration of the beneficiary, and examines parts documents provided with reasonable care and checks whether or not present the appearance of compliance and validity.

CPS : http://www.certinomis.com/publi/rgs/PR\_AE\_OpC\_100125.pdf

2.1.2 Validation de l'identité d'un organisme

In a license application, the organization must provide evidence of its existence, the proof of the identity of his legal representative and the chain of giving their money to agents to certification.

2.1.2.1 Existence of the organization

In principle, the organization must provide proof of his existence and his identification number (unique registration number and identified with a commercial register or any other official list and update.)

This evidence takes the form of a supporting document. In the most common case, this is a K-Bis issued by the registries of commercial courts of the company's headquarters, in the case of a company. A list of documents accepted subject to the additional sheet:

[FC\_AE\_OPC\_JUSTIFS]

PROC: <https://www.certinomis.com/publi/rgs/FC_AE_OPC_JUSTIFS_091216.pdf>

1.2.2 FRENCH COMPANIES

For the French organisms, the identification number is necessarily the number SIREN or SIRET. The SIRET consisting of a code establishment.

It is useful for the businesses that would have several establishments

to record.

VERIFICATION AND SUPPORTING PIECE : original k-bis Extract delivered less than three months before the reception of the file for treatment to the RA.

hardcopy of the catalog SIRENE available on the site of the INSEE, to this url: http://avis-situation-sirene.insee.fr/avisituV2/jsp/avis.jsp

1.2.3 FOREIGN COMPANIES

The recording of the foreign organisms, that do not have any number of SIREN, can be done under different numbers. When it does not exist any code ICD for the catalog from which is originating from this number, it is not necessary that the identifying starts with 4 digits. If the identifying starts with 4 digits that could be confused with an ICD, we will employ a code before.

Verification URLs:

http://ec.europa.eu/taxation\_customs/vies/lang.do?fromWhichPage=vieshome&selectedLanguage=FR

http://www.dnb.com

http://kbo-bce-ps.economie.fgov.be/ps/kbo\_ps/kbo\_search.jsp?Action=SONT

https://www.rcsl.lu/mjrcs/webapp/data/mjrcs/static/informationsfaq.html#question\_15

http://www.rci.gouv.mc/ . Code pays de Monaco : MC.

1.3 existence of the organism, legal representative and authorization

For the recorded corporations to the Register of the Commerce and

Corporations:

o the supporting piece is extracted it original k-bis delivered less than three months before the reception of the file for treatment to the RA

o if necessary, the internal delegations of strength to the corporation. these delegations must be at least equivalent to, or include the range of the strengths described by the card "proxy of the legal representative" contained in any file of request of certificate in the name of an organization.

o a copy of the status of the business, in course of validity, carrying signature of its representatives

Administrations, local and groups territorial:

o for the legal elected representatives: copies minutes / deliberations naming the Mayor, President etc. This copy will have to include the seal the organism to record. If need be, the copies of the deliberations of the counsels (municipal, regional) indicating the name of the responsible elected official of a sector of which the framework includes the ask electronic certi ficates

o for the legal named representatives: the copy of the newspaper or official bulletin testifying this nomination. This copy will have to include the seal the organism to record

o if necessary, the internal delegations of strength to the organism. these delegations must be at least equivalent to, or include the range of the strengths described by the card "proxy of the legal representative" contained in any file of request of certificate in the name of an organization.

Associations:

o copies it minutes / deliberations naming or electing the president of the association

o copies it statutes of the association.

o a verbal process of the general assembly carrying the signature of its representatives

Craftsmen, liberal professions:

O A certificate of their order, room, or union, furnishing the proof of belonging it person to this order, room or union.

For the recorded corporations in a register of the foreign commerce:

o lists it official dated back to the legal representative, copies statutes, or any other document (following the country) likely to prove the legal identity of his representative as well as the chain of eventual mandates require.

o copies it card of recording or any certificate delivered by the register of the foreign commerce. This copy will have to be signed and certified conforms by the legal representative of the business, or any person designated by him by mandate.

ID card:

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.3.1 Enregistrement d'un individu

The identification of the future carrier (person) representing an entity requires, firstly, the identification of the entity and, secondly, the identification of the individual. The identification of the entity is performed under the terms of Article 3.2.2.

The RA verifies the photocopy of at least one piece of official identification of valid recipient containing a photograph and signature, preceded by the words "certified true copy of the original", dated within three (3 ) months from the date of filing of documents deemed to be the date in the postmark.

The RA maintains the documents received for registration of the beneficiary, examines the evidence and documents provided with reasonable care and checks whether or not present the appearance of compliance and validity.

Face2Face:

CP: <http://www.certinomis.com/publi/rgs/DT-FL-0808-006-PC-SERV-1E-SSL-1.2>

3.2.3.1 Enregistrement d'un individu

The identification of the future carrier (person) representing an entity requires, firstly, the identification of the entity and, secondly, the identification of the individual.

The identification of the entity is performed under the terms of Article 3.2.2.

The RA verifies the photocopy of at least one piece of official identification of valid recipient containing a photograph and signature, dated less than three (3) months from the date of filing of documents deemed to be the date contained in the postmark.

The RA maintains the documents received for registration of the beneficiary, examines the evidence and documents provided with reasonable care and checks whether or not present the appearance of compliance and validity.

The distribution of certificate can be made directly to the recipient or the certification agent.

· In the case of the beneficiary distribution, the RA verifies face-to-face, that is to say in the presence of the beneficiary of an original official identity of the beneficiary valid with photograph and signature.

· In the case of the certificate agent distribution, the RA checks face to face is to say, in the presence of the certificate agent, an original piece of official identification certificate agent valid with photograph and signature. Then the certificate agent must distribute the certificate in face-to-face to the beneficiary of the certificate.