Entrust Certificate Services

Guide to LRA Audit Requirements

November 2003

Version 1.2

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1.0	November, 2002	David O'Farrell and Steve Pentz	Initial Release
1.1	December, 2002	David O'Farrell and Steve Pentz	Minor updates - addition of sample Schedule A and B
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1.0 INTRODUCTION

The purpose of this document is to provide a basic guide to the Audit Requirements for the Entrust Certificate Services LRA (Local Registration Authority) Partner Program. This document is confidential and is for internal use by Entrust Certificate Services and Entrust Certificate Services LRA partners. Nothing in this document is intended to amend, supercede or alter the requirements as provided under any LRA Agreement.

2.0 LRA AUDIT

The purpose of the LRA audit is to confirm that the LRA is meeting the requirements set forth in the schedules of the LRA Agreement that concern the Physical, Personnel and Electronic Security as well as Order Verification Practices and Procedures. An independent third party approved by Entrust must conduct the audit. The third party auditor must audit the LRA based on the attached audit questionnaires, with guidance from Entrust Certificate Services as required. The Audit will be composed of two distinct sections:

- Physical, Personnel and Electronic Security
- Order Verification Practices and Procedures

3.0 PHYSICAL, PERSONNEL AND ELECTRONIC SECURITY

The Physical, Personnel and Electronic Security requirements for the LRA are usually set out in **Schedule A** of the LRA Agreement (see Appendix A for an example.) To confirm that the LRA has conformed to all requirements of the Schedule, an approved independent third party will complete Section 2 of Appendix B and return a copy directly to Entrust Certificate Services.

3.1 NON CONFORMITY
Any non-conformity that is noted will be reviewed by the Entrust Certificate Services CA Service Manager and Security Officer to determine the severity of the non-conformity and the necessary actions that must be taken by the LRA to resolve the non-conformity. If the LRA is required to take any corrective actions, such corrective actions must be completed within 30 days of written notice provided by Entrust Certificate Services of the non-conformity (unless otherwise stated in the LRA Agreement)

4.0 ORDER VERIFICATION PRACTICES AND PROCEDURES

The Order Verification Practices and Procedures requirements for the LRA are usually set out in **Schedule B** of the LRA Agreement (see Appendix A for an example). To confirm that the LRA has conformed to all requirements of the Schedule, an approved independent third party will complete Section 3 of Appendix B and return a copy directly to Entrust Certificate Services.

Entrust Certificate Services will provide the approved Independent Third Party with a randomly selected group of order numbers not to exceed 15 orders from the 12 months preceding the

scheduled date of the Audit. The independent third party will review the documentation collected by the LRA that correspond directly to the orders that have been designated for investigation. For each order the LRA will confirm that the documentation as required under **Schedule B** of the LRA Agreement is present and complete. Any discrepancies will be noted on the Questionnaire provided.

4.1   NON CONFORMITY

Any non-conformity that is noted will be reviewed by the Entrust Certificate Services CA Service Manager and Security Officer to determine the severity of the non-conformity and the necessary actions that must be taken by the LRA to resolve the non-conformity. If it is determined that action is required by the LRA to complete missing information, or to correct the error the LRA will have 30 days from written notice provided by Entrust Certificate Services to correct the non-conformity and provide sufficient evidence of its completion (unless otherwise stated in the LRA Agreement.)

Appendix A

Sample

Schedule A
Physical, Personnel, and Electronic Security

LRA shall operate the Local Registration Authority in an environment with appropriate physical, personnel, and electronic security measures. Entrust reserves the right to make reasonable changes to the requirements for physical, personnel, and electronic security measures from time to time.

Physical security requirements include maintenance of the LRA Communication Workstation(s) in a physically secure room. The term "LRA Communication Workstation(s)" refers to the computers used by LRA to send Certificate Requests to the Entrust Certification Authority. Access to the room must be restricted to a limited number of named persons (as listed in Schedule F).

Persons employed by or contracted to work on behalf of LRA must be checked to ensure they have appropriate skills, knowledge, and backgrounds (including any security clearance requirements imposed by legislation in jurisdictions in which LRA will be providing services) to operate in a trusted and secure environment. Background security checks on these persons must be performed.

Entrust may supply LRA with appropriate software to provide the required level of electronic security for submitting Certificate Requests to the Entrust Certification Authority.

Sample

Schedule B
Verification Practices and Procedures

LRA shall use the Verification Practices and Procedures set forth in this Schedule B. Entrust reserves the right to change verification practices and procedures at any time.

VERIFICATION PROCESS FOR ENTRUST WEB CERTIFICATES

1.   Confirm Proof of Right

Since the Applicant's organization name will appear in the Certificate they receive, LRA shall confirm that the Applicant has the right to use that name before requesting issuance of a Certificate for that Applicant. This confirmation is intended to prevent the unauthorized use of an organization's name in a web server. The following documents can be provided by an Applicant to confirm Proof of Right:

If the organization is:	Submit:
A company, corporation, partnership, or proprietorship	The company registration document or a copy of the organization's articles of incorporation or partnership stamped by the relevant authority.
A government department or agency	An original letter signed by the department head on appropriate letterhead. The letter must include contact information for the department and for the signer's immediate superior.
A non-government organization (NGO)	An original letter signed by the Chief Executive, Chairman, or Managing Director of the NGO on appropriate letterhead.
A university	An original letter signed by the Dean or Vice-Chancellor of the requesting department on appropriate letterhead. The letter must include contact information for the University.
A Doing Business As (DBA) organization	A copy of the DBA registration papers for local levies and taxes or official correspondence indicating the right to use the name given.
A type of organization not listed here (such as the IETF)	Please contact Entrust to determine suitable documentation
Private Individuals	- A photocopy of the individual's passport/identity document, stamped and certified by a relevant authority in the country where the individual lives. The person certifying this documentation needs to provide their name and telephone number for further confirmation if necessary. Please post the original copy to the representative chosen during the application process. - A copy of a current bank statement in the individual's name (the individual may black out their financial details) OR - A voided check from the individual's bank account.

The Proof of Right documentation shall be verified by LRA against a third-party database such as Dun & Bradstreet or a public phone directory. The verification shall include a match of the organization name, address and phone number.

LRA may propose alternate methods to verify that an Applicant has the right to use the name that may appear in a Certificate. This may allow the LRA to implement a procedure that is more appropriate for the Territory. REQUESTS FOR ALTERNATE VERIFICATION PROCEDURES SHALL BE SENT TO ENTRUST IN WRITTEN FORM. CHANGES CAN ONLY BE IMPLEMENTED AFTER ENTRUST HAS ISSUED A CONTRACT AMENDMENT.

2.   Confirm Ownership of Domain

A Certificate includes the common name of the Subscriber's Web server (for example, www.entrust.com). This common name contains the domain name of the organization. LRA shall only request issuance of a Certificate for an Applicant if the organization name to appear in the common name of the Certificate is the same as the registered owner of the domain name.

To determine the registered owner of the domain name, LRA shall look up the domain name in the appropriate WHOIS database. WHOIS databases are maintained by a group of organizations called Network Information Centers (or NICs). Each NIC is responsible for a different top-level domain or group of domains. For instance, Network Solutions (<http://www.networksolutions.com/cgi-bin/whois/whois>) keeps a record of the registered owners in the .com, .edu, .org, and .net domains. The table below lists Web sites for the most frequently accessed NICs. If a top-level domain is not listed below, see <http://www.uninett.no/navn/domreg.html>.

If your domain ends with:	See the Web site:
.com, .edu., .org, or .net	http://www.opensrs.org/ http://www.netsol.com/cgi-bin/whois/whois
.us	**HTTP://US.NEUSTAR.BIZ/**
.mil	http://www.nic.mil/
.au	http://www.aunic.net/cgi-bin/whois.aunic
.ca	http://www.cira.ca/
.fr	http://www.nic.fr/cgi-bin/whois
.de	http://www.denic.de/servlet/Whois
.it	http://www.ripe.net/perl/whois
.jp	http://whois.nic.ad.jp/cgi-bin/whois_gw
.mx	http://www.nic.mx/nic/plsql/Busquedas.Whois
.uk	http://www.nic.uk/whois.html

A .us domain should be checked using a whois client against the server: usweb.nic.us.
If an Applicant is in the process of registering their domain or is in the process of having the owner of the domain switched, then the order shall not be processed until this change shows up on one of the NICs.
LRA shall reject orders if the domain name is not registered by the organization represented in the POR and notify the Applicant that a Certificate will not be created and explain the reason why. It

is possible that an Applicant may provide a CSR where the Common Name contains an IP address. This is permitted provided the Applicant is the registered owner of the IP address.

3.   Confirm Content of the Distinguished Name

LRA shall perform a consistency check between attributes of the Distinguished Name (i.e., country, organization and common name) and the country/company name, provided in the POR.

The organization and country information to appear within a Certificate's Distinguished Name must be validated before requesting issuance of such a Certificate. LRA shall ensure that the Organization and country entries, within the Distinguished Name (DN), correctly represent the organization applying for the Certificate. This can be achieved by checking that the value of the organization (o=) and country (c=) entries in the DN match the information contained within the Proof-of-Right documentation.

The following are examples of the consistency check required, where the proof-of-right = Entrust, Inc., is registered in the State of Maryland, as a Maryland corporation:

      Valid DNs:
           cn=www.entrust.com
           o=Entrust
           Ou=primary server
           C=US

           or

           cn=www.entrust.net
           o=Entrust, Inc
           ou=Basic Security services
           c=US

      Invalid DNs
           (o= a registered company that does not own the domain)

           cn=www.entrust.com
           o=microsoft
           ou=server
           c=US

           or (o= is not the registered company name)

           cn=www.entrust.com
           o=Basic Security Services
           ou=server
           C=US

           or (c= is not included in the DN)

           cn=www.entrust.com
           o=Basic Security Services
           ou=server

           or (c= is not the country of registration listed in the proof of right documentation)

           cn=www.entrust.com
           o=Entrust, Inc.
           ou=server

c=AU

LRA shall ensure that the country code used is **not** a country to which the export of Certificates is prohibited by the laws of Canada. The current list of export restricted countries is as follows (this list may be updated at any time by Entrust):

Country Name	Country Code
Afghanistan	AF
Angola	AO
Cuba	CU
North Korea	KP
Eritrea	ER
Federal Republic of Yugoslavia (Serbia and Montenegro)	YU
Iran	IR
Iraq	IQ
Liberia	LR
Libya	LY
Myanmar	MM
Rwanda	RW
Sierra Leone	SL
Syria	SY
Sudan	SD

LRA shall reject orders if the consistency check fails and shall notify the Applicant that a Certificate will not be created explaining the reason why.

IF OTHER METHODS TO VERIFY THE DOMAIN NAME ARE REQUIRED, LRA SHALL GET WRITTEN APPROVAL FROM ENTRUST PRIOR TO COMPLETING VERIFICATION. LRA SHALL BE REQUIRED TO PROVIDE DETAILS ON METHODS AND PROCESSES USED FOR APPROVAL BY ENTRUST.

4. Confirm Employment of the Technical Contact

In the online Certificate Application, LRA shall require the Applicant to identify three (3) points of contact within the Applicant's organization; technical contact, authorizing contact and a billing contact. LRA shall email the authorizing contact to confirm the employment of the technical contact. LRA shall retain a hardcopy of the email from the Applicant in response, which shall be filed with the rest of the documentation. LRA shall also follow-up with a call to the main reception desk of the Applicant and determine if the technical contact works for the organization.

Exceptions:

If the Certificate Request is outsourced, the technical contact may be from the outsourcing company. The authorizing contact shall be from the company that owns the domain. The company that owns the domain shall provide a letter stating that the company authorizes the outsourcing company to request a Certificate on its behalf. An example of a Consent Letter is attached to this Schedule.

5. Documentation

All verification checks must be documented by LRA and retained in the Applicant/Subscriber file. The file shall contain the names of people contacted, telephone number used, source of telephone number, time called, email responses, page prints from domain lookups, proof of right documents, consent forms, etc.

Example of a Consent Form

Dated this _____ day of _____, _____

Attention:

Entrust Administrator
Entrust Inc.
1000 Innovation Drive
Ottawa, Ontario, Canada
K2K 3E7
Fax: 1-877-839-3538 (toll free within North America)
Fax: 1-613-248-3260 (outside of North America)

Re: Authorization Letter for Entrust Web server certificate

I, _____ [enter authorization contact], approve the acquisition(s) of a limited right to use one or more Entrust digital certificate(s) (including any renewal certificates) on behalf of _____[enter organization name] ("Subscriber").

I represent and warrant that I am duly authorized to bind Subscriber to the terms and conditions of the Entrust SSL Certification Practice Statement available on the internet at www.entrust.net/CPS and the Entrust SSL Web Server Certificate Subscription Agreement at http://www.entrust.net/buy/webagreement.htm (collectively the "Terms").

Subscriber hereby agrees to the Terms; and Subscriber has sufficient legal power, corporate or otherwise, to enter into such agreements. I acknowledge that an Entrust digital certificate may be used to bind Subscriber in electronic commerce transactions and that the protection of the Subscriber's private keys associated with an Entrust digital certificate is solely the responsibility of Subscriber.

I authorize _____ [enter legal name of Reseller] to request one or more Certificate(s) for _____[Domain name or IP address] on our behalf (including any renewal certificates), and to act as a technical contact on my behalf in respect of such certificate.

IN WITNESS WHEREOF, I HAVE EXECUTED THIS AUTHORIZATION LETTER.

SUBSCRIBER AUTHORIZED SIGNATORY

_____

VERIFICATION PROCESS FOR ENTRUST WAP CERTIFICATES

1. Confirm Proof of Right

Since the Applicant's organization name may appear in a Certificate, LRA shall confirm that the Applicant has the right to use that name before requesting issuance of a Certificate for that Applicant. This confirmation is intended to prevent the unauthorized use of an organization's name in a WAP server certificate.

A Dun & Bradstreet D-U-N-S number is the simplest way to provide corporate registration information that can be used by LRA to verify that the organization is a legitimate entity that has the right to use the domain name may appear in a Certificate. Most organizations established in the United States and abroad already have a D-U-N-S number. Alternately, Applicant can submit Proof of Right by faxing suitable documentation to LRA. The following table lists documents that can be submitted as Proof of Right.

If the organization is:	Submit:
A company, corporation, partnership, or proprietorship	The company registration document or a copy of its articles of incorporation or partnership stamped by the relevant authority.
A government department or agency	An original letter signed by the department head on appropriate letterhead. The letter must include contact information for the department and for the signer's immediate superior.
A non-government organization (NGO)	An original letter signed by the Chief Executive, Chairman, or Managing Director of the NGO on appropriate letterhead.
A university	An original letter signed by the Dean or Vice-Chancellor of the requesting department on appropriate letterhead. The letter must include contact information for the University.
A Doing Business As (DBA) organization	A copy of the DBA registration papers for local levies and taxes or official correspondence indicating the right to use the name given.
A type of organization not listed here (such as the IETF)	Please contact Entrust to determine suitable documentation
Private Individuals	- A photocopy of the individual's passport/identity document, stamped and certified by a relevant authority in the country in which the individual lives. The person certifying this documentation needs to provide their name and telephone number for further confirmation if necessary. Please post the original copy to the representative which chosen during the application process. - A copy of a current bank statement in the individual's name (the individual may black out the individual's financial details) OR - A voided check from the individual's bank account.

A company's registration documents, articles of incorporation, partnership or D-U-N-S number information shall be validated by LRA against the order information and through a third-party database. A company name and address can be confirmed by a reputable third-party directory database.

LRA may propose alternate methods to verify that an Applicant has the right to use the name that may appear in a Certificate. This may allow LRA to implement a procedure that is more appropriate for the Territory. REQUESTS FOR ALTERNATE VERIFICATION PROCEDURES SHALL BE SENT TO ENTRUST IN WRITTEN FORM. CHANGES CAN ONLY BE IMPLEMENTED AFTER ENTRUST HAS ISSUED A CONTRACT AMENDMENT.

2. Confirm Ownership of Domain

A Certificate includes the common name of the Subscriber's WAP server. This common name contains the domain name of the organization. LRA shall only request issuance of a Certificate for an Applicant if the organization name to appear in the common name of the Certificate is the same as the registered owner of the domain name.

To determine the registered owner of the domain name, LRA shall look up the domain name in the appropriate WHOIS database. WHOIS databases are maintained by a group of organizations called Network Information Centers (or NICs). Each NIC is responsible for a different top-level domain or group of domains.

If a Subscriber is in the process of registering their domain or is in the process of having the owner of the domain switched, then the order shall not be processed until this change shows up on one of the NICs. LRA shall reject orders if the domain name is not registered by the organization represented in the POR and shall notify the Applicant that a Certificate will not be created and explain the reason why. It is possible that an Applicant may provide a CSR where the Common Name contains an IP address. This is permitted provided the Applicant is the registered owner of the IP address.

3. Confirm Content of the WTLS Name

LRA shall perform a consistency check between attributes of the WTLS Name (i.e., country, organization and common name) and the country/company name, provided in the POR.

The organization and country information to be included within a Certificate's WTLS Name shall be validated by LRA before requesting issuance of a Certificate. LRA shall ensure that the Organization and country entries, within the WTLS Name, correctly represents the organization applying for the Certificate. This can be achieved by checking that the value of the organization (o=) and country (c=) entries in the DN match the information contained within the Proof-of-Right documentation.

The following are examples of the consistency check required, where the proof-of-right = Entrust, Inc., is registered in the State of Maryland, a Maryland corporation:

      <u>Valid WTLS Names:</u>
          cn=www.entrust.com
          o=Entrust
          Ou=primary server
          C=US
          or
          cn=www.entrust.net
          o=Entrust, Inc
          ou=Basic Security services
          c=US

Invalid WTLS Names
(o= a registered company that does not own the domain)

cn=www.entrust.com
o=microsoft
ou=server
c=US

or (o= is not the registered company name)

cn=www.entrust.com
o=Basic Security Services
ou=server
C=US

or (c= is not included in the WTLS name)

cn=www.entrust.com
o=Basic Security Services
ou=server

or (c= is not the country of registration listed in the proof of right documentation)

cn=www.entrust.com
o=Entrust, Inc.
ou=server
c=AU

LRA shall ensure that the country code used is **not** a country to which the export of Certificates is prohibited by the laws of Canada. The current list of export restricted countries is as follows (this list may be updated at any time by Entrust):

Country Name	Country Code
Afghanistan	AF
Angola	AO
Cuba	CU
North Korea	KP
Eritrea	ER
Federal Republic of Yugoslavia (Serbia and Montenegro)	YU
Iran	IR
Iraq	IQ
Liberia	LR
Libya	LY
Myanmar	MM
Rwanda	RW
Sierra Leone	SL
Syria	SY
Sudan	SD

The LRA shall reject orders if the consistency check fails and shall notify the Applicant that a Certificate will not be created explaining the reason why.

IF OTHER METHODS TO VERIFY THE DOMAIN NAME ARE REQUIRED, LRA SHALL GET WRITTEN APPROVAL FROM ENTRUST PRIOR TO COMPLETING VERIFICATION. LRA SHALL BE REQUIRED TO PROVIDE DETAILS ON METHODS AND PROCESSES USED FOR APPROVAL BY ENTRUST.

4. Confirm Employment of the Technical Contact

In the online Certificate Application, LRA shall require the Applicant to identify three (3) points of contact within the Applicant's organization; technical contact, authorizing contact and a billing contact. LRA shall email the authorizing contact to confirm the employment of the technical contact. LRA shall retain a hardcopy of the email from the Applicant in response, which shall be filed with the rest of the documentation. LRA shall also follow-up with a call to the main reception desk of the Applicant and determine if the technical contact works for the organization.

Exceptions:

If the Certificate Request is outsourced, the technical contact may be from the outsourcing company. The authorizing contact shall be from the company that owns the domain. The company that owns the domain shall provide a letter stating that the company authorizes the outsourcing company to request a Certificate on their behalf. An example of a Consent Letter is attached to this Schedule.

5. Documentation

All verification checks must be documented by the LRA and retained in the Applicant/Subscriber file. The file shall contain the names of people contacted, telephone number used, source of telephone number, time called, email responses, page prints from domain lookups, proof of right documents, consent forms, etc.

Example of a Consent Form

Dated this _____ day of _____, _____

Attention:

Entrust Administrator
Entrust Inc.
1000 Innovation Drive
Ottawa, Ontario, Canada
K2K 3E7
Fax: 1-877-839-3538 (toll free within North America)
Fax: 1-613-248-3260 (outside of North America)

Re: Authorization Letter for Entrust WAP server certificate

I, _____ [enter authorization contact], approve the acquisition(s) of a limited right to use one or more Entrust digital certificate(s) (including any renewal certificates) on behalf of _____[enter organization name] ("Subscriber").

I represent and warrant that I am duly authorized to bind Subscriber to the terms and conditions of the Entrust WAP Certification Practice Statement available on the internet at www.entrust.net/WAPCPS and the Entrust WAP Server Certificate Subscription Agreement at http://www.entrust.net/buy/wapagreement.htm (collectively the "Terms");

Subscriber hereby agrees to the Terms; and Subscriber has sufficient legal power, corporate or otherwise, to enter into such agreements. I acknowledge that an Entrust digital certificate may be used to bind Subscriber in electronic commerce transactions and that the protection of the Subscriber's private keys associated with an Entrust digital certificate is solely the responsibility of Subscriber.

I authorize _____ [enter legal name of Reseller] to request one or more Certificate(s) for _____[Domain name or IP address] on our behalf (including any renewal certificates), and to act as a technical contact on my behalf in respect of such certificate.

IN WITNESS WHEREOF, I have executed this authorization letter.

SUBSCRIBER AUTHORIZED SIGNATORY

_____

Appendix B

1.0 IDENTIFICATION OF AUDIT PARTNER

LRA: _____   Audit Date: _____

Name of Auditing Firm: _____

Address of Auditing Firm: _____

                                      _____

                                      _____

                                      _____

Name of Auditor: _____

I, _____ [enter Auditor's Name], attest that the audit has been completed in accordance with the Schedules as outlined in LRA Agreement between Entrust and _____[enter LRA name].

IN WITNESS WHEREOF, I have executed this attestation letter.

Auditor Signatory

_____

2.0 PHYSICAL, PERSONNEL AND ELECTRONIC SECURITY

1. The LRA Workstation is in a room that is secured by:

    ❑   Keyed Door
    ❑   Punch Code Door Handle
    ❑   Badge Reader
    ❑   Biometric Access
    ❑   Other

    If other, please describe:

    _____

    _____

    _____

    _____

2. Access to the secured room is limited to those individuals who require access to perform their duties.

    Y   N

3. LRA has performed security checks and background checks on all personnel employed or contracted to work on behalf of LRA (as stated in Schedule A of the LRA Agreement).

    Y   N

4. Employed or contracted individuals have appropriate skills and knowledge.

    a) Employees or contracted individuals responsible for order verification have access to a copy of the verification procedures as outlined in the LRA Agreement   Y   N

    b) Employees or contracted individuals are able to show evidence that they understand and comply with the verification procedures as outlined in the LRA Agreement   Y   N

    Explain: _____

    _____

    _____

    _____

3.0 VERIFICATION PRACTICES AND PROCEDURES

The following orders were reviewed and verified in accordance with Schedule B of the LRA Agreement:

Order #:		
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:		
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:		
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:		
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:	
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

Order #:	
Order Date:		
Organization Name		
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

Order #:	
Order Date:	
Organization Name	

Requirement	YES	NO
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:	
Order Date:	
Organization Name	

Requirement	YES	NO
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:	
Order Date:	
Organization Name	
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____

Order #:	
Order Date:	
Organization Name	
Requirement	**YES**	**NO**
Organization not on Export Restriction List		
Proof of Right on File		
Domain Ownership on File		
Confirmation of Distinguished Name Completed		
Employment of Technical Contact Confirmed		

If any portion was not confirmed in accordance with Schedule B of the LRA Agreement, please comment:

_____

_____

_____