

Thank you for choosing **IdenTrust** as your ECA Certificate vendor!

These instructions are for **ECA Foreign Subscriber** certificates

The forms packet for the ECA certificate is used to gather ID-specific details, necessary for the processing and ultimate approval of your certificate request. It is also used to obtain approval from your company to receive the certificate.

These details are recorded on the Part 1 and Part 2 forms. You were provided a forms packet at the end of the online registration. If you no longer have it, you can find a blank copy here:

<https://secure.identrust.com/certificates/policy/eca/eca-notary-form-ade.pdf>

To avoid processing delays, here are a few helpful tips for you when filling out the forms.

Part 1: **Subscribing Organization Authorization Agreement:**

This form is signed by the organization officer authorized by your organization to agree to the terms and conditions at the end of the forms packet. All fields at the bottom must be filled in before the form can be accepted for processing.

These fields must match the online application exactly

Print Applicant's legal first and last name	Organization Officer Signature
Print Organization name	Print Organization Officer's name
Address line 1	Print Organization Officer's title
Address line 2	Organization Officer's telephone number
Address line 3	Organization Officer Email
City, State/Province, Country, Postal Code	Date Organization Officer signed

Print Applicant's legal first and last name	Organization Officer Signature	The organization officer fills out this section
Print Organization name	Print Organization Officer's name	
Address line 1	Print Organization Officer's title	
Address line 2	Organization Officer's telephone number	
Address line 3	Organization Officer Email	
City, State/Province, Country, Postal Code	Date Organization Officer signed	

*The organization officer must be a person with the authority to sign agreements on behalf of your company.

Part 2: In-person Identification Form:

This form is where all of your ID information is collected, then signed by both you and the Authorized Department of Defense Employee (ADE). Please be sure all fields are filled out correctly or a new form will be required.

The Terms and Conditions section requires your signature, your written name, and the email address you listed during your online registration.

Terms and Conditions

The undersigned applicant attests that all facts and information provided are accurate, current, complete, and not misleading and that he or she: a) is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust; b) has read and verified the personal identifying information to be contained in the certificate; c) is who he or she represents himself or herself to be; and d) has read, understood, and agrees to the responsibilities associated with being a certificate subscriber, including the terms and conditions found in the IdenTrust Services ECA Certificate Subscriber Agreement, the public version of IdenTrust's ECA Certification Practices Statement ("CPS"), and the ECA Certificate Policy ("the ECA CP"). The applicant agrees to: 1) accurately represent him or herself in all communications; 2) protect his or her private key(s) at all times; 3) immediately notify IdenTrust if he or she suspects his or her private keys to have been compromised, stolen or lost; and 4) use his or her private keys in accordance with the above-mentioned documents.

Signed By (Applicant): _____ Date: _____
Sign only in the presence of an Authorized DoD Employee (ADE) (MM/DD/YY)

Printed Name: _____ Email Address: _____

You can fill in the printed name and email address, but don't sign and date until you are with the ADE!

When filling out the Identification section, each ID field must be filled out completely.

If you have questions about what IDs are acceptable, you can find a list on the Instructions page (page 2) of the forms packet, and also here: https://identrust.com/eca_id

Identification – All fields must be complete. See Page 2 'Instructions for the Applicant' for approved IDs.

You must present **two** forms of identification to an Authorized DOD Employee (ADE), All Non-US Citizens must present a valid passport from their country of citizenship **and** an official photo ID as described in the instructions above.

Passport from country of citizenship

Doc. Type/Title:

Issuer:

Serial No.:

Exact Name:

Issue Date:

Expire Date:

Additional Official Photo ID

Doc. Type/Title:

Issuer:

Serial No.:

Exact Name:

Issue Date:

Expire Date:

***Note:** If the name on your Photo ID is different from the name on your Second ID, please send a **notarized** copy of the document showing the name change (E.g. A **notarized** copy of your marriage license or **notarized certificate** of marriage).

If your ID does not list one of the required fields, please send a photocopy of the ID with your forms.

The last section of the Part 2 form is the Acknowledgement by Authorized DoD Employee. The ADE needs to fill this out completely, then sign and date the form.

Any missing data will require a new form be completed and sent in for processing.

Acknowledgement by Authorized DOD Employee

Country: _____

On _____ (MM/DD/YY), before me, _____ (name of the ADE)

personally appeared _____ (name of signer), who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under federal laws of the United States of America that the foregoing paragraph is true and correct.

Signature of Authorized DoD Employee

Make sure the ADE signs and dates the form!

Once the forms have been filled out completely, both forms have been signed (pen to paper), please send the original Part 1 and Part 2 forms to:

IdenTrust Registration

5225 Wiley Post Way, Ste 450
Salt Lake City, UT 84116

If you have questions not covered by these instructions, you can chat live: <http://www.identrust.com/chat>

Again, **Thank You** for choosing **IdenTrust** for your digital certificate needs.