

# 7 EASY STEPS

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

## 1 Authenticate the Organization

DigiCert needs to make sure 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).



### ✓ PREFERRED METHOD

Online Government Database – DigiCert 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.

### ▲ ALTERNATIVE METHODS

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

- Wrong business name submitted.
- Official registration details outdated/expired.
- Sole Proprietors from the United Kingdom don't qualify.
- Unable to complete an alternative method.
- Refusal to pay for legal/accountant signature on the letter.

## 2 Prove Operational Existence

DigiCert must verify if your legal entity has been operational for 3 or more years. If it is younger than 3 years, alternative verifications are required.



### ✓ PREFERRED METHOD

Online Government Database – DigiCert looks at the official website of your country/state that displays your incorporation data publicly.

### ▲ ALTERNATIVE METHODS

- Official Registration Documents - If you've been operating for 3+ years, but the incorporation date is not visible, you can 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 date does not matter.
- Bank Confirmation Letter – If younger than 3 years, provide DigiCert a letter verifying your legal entity has an active checking account (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 counsel or 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 visit local bank to complete a letter with a bank agent.
- Refusal to pay for legal/accountant signature on the letter.

## 3 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!



### ✓ PREFERRED METHOD

Online Government Database – DigiCert looks at the official website of your country/state that displays your business entity physical address. Everything must match 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 comprehensive DUNS Credit Report to verify the physical address associated with your business entity.
- 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

- Some gov't databases or registration docs (i.e. Delaware) do not list business's address.
- Dun & Bradstreet displays outdated entity details.
- Refusal to pay more for legal/accountant signature on letter.
- Entity is registered through a third-party agency (i.e. offshore) and applicant can't verify physical presence.

## 4 Verify Phone Number

You must have an active telephone 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.



### ✓ PREFERRED METHOD

Online Government Database – DigiCert looks at the official website of your country/state that publicly displays your telephone number.

### ▲ ALTERNATIVE METHODS

- Third-Party Directory - DigiCert can use an existing or new telephone listing in acceptable 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 business entity.
- 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 satisfy steps 2-4.

### ✗ COMMON ISSUES

- Majority of online gov't databases don't display telephone numbers.
- Telephone listings in third-party directories or Dun & Bradstreet display outdated entity details or telephone numbers.
- Applicants refuse to publicly display company phone number temporarily.
- Refusal to pay more for legal/accountant signature on letter.

## 5 Complete a Verification Call

DigiCert must speak with you or the specified applicant (site admin) using the verified business telephone number to confirm the order details.



### ✓ PREFERRED METHOD

Verified Business Telephone Number - This is the telephone number pulled from an acceptable telephone resource used to call you directly.

### ▲ ALTERNATIVE METHODS

- Extension or IVR - If the verified telephone number is not the applicant's direct line, DigiCert can enter an extension (if provided) or follow an IVR to connect to you.
- Transfer or Alternative Telephone Number - If the verified telephone number is not the 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.

### ✗ COMMON ISSUES

- Unable to answer the telephone during normal operating hours.
- No operator or colleague to transfer/provide alternative telephone number to be reached.

## 6 Submit EV Approver Form

Sign the Acknowledgment of Agreement Form and submit it to DigiCert.



### ✓ PREFERRED METHOD

At the end of the validation process, after the verification call, DigiCert sends the certificate requester an email to approve the certificate.

### ✗ COMMON ISSUES

- Forgetting to complete this step.

## 7 Final Approval

At the end of the validation process, DigiCert must review all 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.

