Request Form
QuoVadis (EU) Qualified eSeal certificate

By filling in this form, the Certificate Manager, with permission from the organisation's authorised representative, registers their details for the purpose of requesting and generating a QuoVadis (EU) Qualified eSeal certificate.

DETAILS CERTIFICATE CONTENT		DISPLAY THESE DETAILS IN THE CERTIFICATE
Name of Trade Register		✕
Trade Registry Number		✕
Business Email Address		
Organisation Name (O)		✓
Organisational Unit (OU)		
Organisation Identifier	NB: Automatically generated during certificate issuance	✓
Place (L)		
State/Province (S)		
Country (C)		✓
Common Name (CN)		✓

The information above is used within the contents of your certificate and will be visible when you use it. All other details provided in this application form are used to process your request. All personal details are handled in accordance with data protection laws.

ADDITIONAL DETAILS				
Required Validity	3 years (standard)	2 years		1 year
Device Options	USB-Token (standard)	Non-QSCD*	HSM**	QV HSM

*For non-QSCD you will receive an advanced seal based on a qualified certificate.
** For use of your own HSM a key ceremony is mandatory.

DETAILS CERTIFICATE MANAGER	
First name(s)	
Surname	
Birth date, Place and Country	
Nationality	
Personal Business Email Address	
Personal Business Phone Number	

VERIFIED ID DOCUMENTS		
Type of ID document	Passport	ID Card
Number ID document		
Expiry date ID document		

Initials Certificate Manager	Initials Authorised Representative

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ORGANISATION DETAILS	
Visiting address	
Postcode	
Place	
State/Province	
Country	
General enquiries telephone number	
General enquiries email address	

DETAILS AUTHORISED REPRESENTATIVE		
First Name(s)		
Surname		
VERIFIED ID DOCUMENTS		
Type of ID document	Passport	ID Card
Number ID document		
Expiry date ID document		

The services related to this application are governed by the Master Services Agreement, which includes (as u dated from time to time):
- the DigiCert Europe/QuoVadis CP/CPS
- Certificate Terms of Use
- Privacy Notice

The documents referenced above are available at https://www.quovadisglobal.com/uk/repository/ and https://www.quovadisglobal.com/uk/privacy-policy/.

By signing this application form, you confirm that the information you provide is complete and correct, and that you agree to the Master Services Agreement, including its above-referenced attachments.

Place Date (dd-mm-yyyy)	Signature **Certificate Manager**
Place Date (dd-mm-yyyy)	Signature **Authorised Representative**
Place Date (dd-mm-yyyy)	Signature **Registration Representative QuoVadis**
New Manager	Existing Manager	Name QV Representative

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Use of QSCD Tokens

If you have chosen to use a USB token for your Qualified Certificate then please read this information attentively.

Use of Qualified Certificates in combination with a USB Token require that the token is an approved QSCD device as defined by the EU regulation eIDAS (Regulation 910/2014 EU). To ensure that your Qualified Certificate is compliant with this EU regulation, QuoVadis have implemented the following procedure.

Step 1 – Complete Application
Your application for a new Qualified Certificate will be received and processed by the QuoVadis team. Once payment has been received you will proceed to Step 2.

Step 2 – QuoVadis Prepares your QSCD Token
The QuoVadis team will prepare your QSCD token ready for use. These initialization steps will be completed before the QSCD token is sent to you. Once complete QuoVadis will ship the token to you.

NOTE: Do not use/activate the QSCD until instructed to do so. You will receive 2 email invitations in this process. Please do not action any steps until you have received your token.
NOTE 2: Your token will have a PIN provided. We strongly recommend that you change this PIN to protect your Certificate.

Step 3 – Email Invitation 1
You will receive an invitation from TrustLink to confirm the Certificate contents are accurate.

Step 4 - Approval
Your request will be reviewed and approved by QuoVadis.

Step 5 – Install DigiCert Desktop Client
Before using your QSCD please follow the instructions provided in this manual. These are the steps to install the DigiCert Desktop Client: https://tl.quovadisglobal.com/registrant/confirmation/installddc. You will need the DigiCert Desktop Client to download your Certificate and install it on your QSCD token.

Step 6 – Email Invitation 2
Once your request is approved (Step 4) you will receive a confirmation email from TrustLink, with instructions on how to download your Certificate.

NOTE: Please make sure that you have completed step 5 before trying to download the Certificate.

Initials Certificate Manager	Initials Authorised Representative