Request Form
QuoVadis (EU) Qualified Personal certificate

By filling in this form, the Certificate Holder registers their details for the purpose of requesting and generating a QuoVadis (EU) Qualified Personal certificate.

DETAILS CERTIFICATE CONTENT		DISPLAY THESE DETAILS IN THE CERTIFICATE
First name(s)		✔
Surname		✔
Personal Email Address		
Place (L)		
State/Province (S)		
Country of Nationality (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
Type of Certificate - choose all required	Authentication	Signing	
Device Options	USB-Token	QV HSM	

USB Token: You will receive a pre-installed QSCD Token. Please read the notes at the end of this form.
QV HSM: You will receive your Qualified certificate hosted on a QuoVadis HSM.

DETAILS CERTIFICATE HOLDER		
Birth date, Place and Country		
Personal Phone Number		
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 updated 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/.

Initials
Certificate Holder

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

Use of QSCD Tokens

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

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.

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