

To: Symantec Corporation  
Attn: EV Customer Support  
350 Ellis St.

Re: EV Certificate Order Number:  
Client: ‹Exact Organization Name of Client¹›:  
Organizational ‹Exact name of Organizational Contact who signed/will sign the  
Contact: Acknowledgement of Agreement›:

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#### Instructions

##### Section A:

To be completed by Symantec customer

#### Personal Information

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#### Instructions to Customer:

1. Print out this form.
2. This form can only be signed by the Organizational Contact listed on your Extended Validation (EV) certificate request, in the presence of a licensed lawyer, Certified Public Accountant, Notary Public or equivalent. You are responsible for all fees (if any) charged for this service. The organizational contact must be an Owner/Principal Individual of the business.
3. Complete Section A of the form. Do not sign the form.
4. Bring three (3) forms of identification with you to the lawyer, accountant, or notary as follows:
  - A. One widely recognized government-issued photo ID signed by the individual such as:
    - A Driver's License
    - A Passport
    - A personal identification card
    - A concealed weapons permit
    - A military ID
  - AND
  - B. One secondary type of identification from a financial institution (photo NOT required) that includes your name, such as:
    - A valid major credit/debit card, provided that it contains an expiration date and it has not expired.
    - A mortgage statement from a recognizable lender that is less than six months old
    - A bank statement from a regulated financial institution that is less than six months old
  - AND
  - C. One additional secondary type of identification (photo not required) that includes your name as follows:
    - A second identification document from a financial institution
    - Recent original utility bills or certificates from a utility company confirming the arrangement to pay for the services at a fixed address (not a mobile/cellular telephone bill)
    - A copy of a statement for a payment of a lease provided the statement is dated

within the past six months

- A certified copy of a birth certificate
- A local authority tax bill for the current year
- A certified copy of a court order, such as a divorce certificate, annulment papers, or adoption papers

5. Instruct the lawyer, accountant, notary to read the instructions in Section B below and complete the Acknowledgement.

6. Sign your name (section A) in the presence of the lawyer, accountant, or notary 7. E-mail (as an attachment) the completed (original) notarized form to Symantec in order for Customer Support to verify the form prior to you mailing the original copies. The form and all 3 types of identification must be attached and attested by the notary, lawyer, or accountant.

8. Only after Customer Support has verified the form is properly filled out, send the completed (original) notarized form and all 3 types of identification attested to by the lawyer, accountant, or notary by: First Class Postal Mail, Federal Express, or other equivalent means to:

Symantec Corporation  
Attn: EV Customer Support  
350 Ellis St.

#### Principal Individual Information

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Date of birth \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### Business information

Business name: \_\_\_\_\_

Domain name: \_\_\_\_\_

Declaration (to be signed in the presence of a notary, lawyer, or certified accountant) I do hereby make oath and/or affirm that all the information contained in this document is true and correct and that I am an Owner/Principal Individual of the business set forth above and am authorized to request and approve EV Digital Certificates on behalf of the Business.

Signature: \_\_\_\_\_

(Signed in the presence of a Lawyer, Certified Public Accountant, Notary, or equivalent)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Place Seal/Stamp to the right, or below, if applicable)

Instructions

Section B:

To be completed by the Lawyer, Accountant, or Notary

\_\_\_\_\_  
Instructions to lawyer, accountant, or notary:

The document you are attesting to is part of the Symantec Extended Validation SSL certificate request process. Symantec will contact you to confirm you performed the attestation.

Extended Validation SSL certificates are issued pursuant to strict guidelines published at [www.cabforum.org](http://www.cabforum.org) ("EV Guidelines"). These EV Guidelines mandate that Symantec obtain verification of a principal individual associated with the business applying for the certificate. Specifically, section 14(a)(3) of the EV Guidelines.

1. Modify this form where necessary to assure compliance with the laws of your jurisdiction. Use the backside of this form if necessary.
2. Complete the acknowledgement below.
3. Request and examine at least three pieces of subscriber identification as follows:

- A. One widely recognized, government-issued photo ID, signed by the individual, such as
- A Driver's license or passport, a personal identification card
  - A concealed weapons permit
  - A military ID.

You must attest on a copy of the of the current signed government- issued photo identification document that it is a full, true, and accurate reproduction of the original, and attach it to this statement.

AND

- B. One secondary type of identification from a financial institution (photo NOT required) that includes the subscriber's name, such as:
- A valid major credit/debit card, provided that it contains an expiration date and it has not expired
  - A mortgage statement from a recognizable lender and is less than six months old;
  - A bank statement from a regulated financial institution that is less than six months old.

AND

C. ONE additional secondary type of identification (photo NOT required) that includes the individual's name as follows:

- A second identification document from a financial institution;
- Recent original utility bills or certificates from a utility company confirming the arrangement to pay for the services at a fixed address (not a mobile/cellular telephone bill).
- A copy of a statement for a payment of a lease provided the statement is dated within the past six months.
- A certified copy of a birth certificate.
- A local authority tax bill for the current year.
- A certified copy of a court order, such as a divorce certificate, annulment papers, or adoption papers.

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ATTESTATION

I am a \_\_\_\_\_ [insert applicable occupation: Lawyer, Certified Public Accountant, Public Notary or equivalent] licensed to practice as such within the jurisdiction of the below mentioned persons residential address.

On \_\_\_\_\_ [date], before me personally appeared \_\_\_\_\_ [Name], and proved to me on the basis of the presentation of the three forms of identification listed below, to be the person whose name is subscribed to the instrument, and by his/her signature on the instrument the person executed the instrument in my presence.

Expiration date	Type of ID	Identifying number (ID#)
1*	_____	_____
	(Attach attested copy of original ID. *Must be government issued photo ID.)	
2	_____	_____
	(Attach Required Type of ID, Last 4 digits of account number, and expiration date)	
3	_____	_____
	(Attach Required Type of ID, Last 4 digits of account number, and expiration date)	

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Attach photocopy of current signed government-issued ID in space provided below or attach on separate page. Attention: Lawyer, accountant, or notary: If attaching on a separate page, the below attestation statement and your signature must be in close proximity to the photocopied ID.

\*\*\*\*\*Place photocopy of ID here\*\*\*\*\*

Attestation:

I attest that this is a copy of the current signed government-issued photo identification document. It is a full, true, and accurate reproduction of the original.

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Witness my hand and official seal:

Signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

License number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail (optional) : \_\_\_\_\_

My commission expires on (if applicable): \_\_\_\_\_

Name of the licensing agency where Symantec may verify my license to practice as a professional accountant, lawyer, or notary (E.g., the Bar Association, State Notary Division, or CPA Licensing Board):

\_\_\_\_\_

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\_\_\_\_\_

(Place seal/stamp to the right, or below, if applicable)