

### **Purchasing an IGC Certificate is Easy**

When purchasing an IGC Basic Assurance Unaffiliated certificate, an IGC Basic Assurance Affiliated certificate or an IGC Medium Assurance Affiliated certificate, individuals must have their identity verified in accordance with the IGC Certificate Policy.

### **Documents Used in the Identity Verification Process Must Be Valid**

Valid identification documents are those which are not expired. Depending on the type of certificate you purchase, valid documents are presented either electronically to IdenTrust or to the notary performing the in-person confirmation of identity.

### **IGC Basic Assurance Unaffiliated Certificate**

You will be required to disclose personal information about yourself for the purpose of identification verification, which will be done electronically. You will be asked to provide:

- A personal credit card number is required and is used for identity verification purposes
  - Your credit card will only be used for payment if specified during the purchase process
- Your Social Security number
- Your date of birth
- One of the following:
  - State-issued driver's license
  - State-issued state ID card number
  - U.S. passport number
  - Alien registration card number

### **IGC Basic Assurance Affiliated certificate or IGC Medium Assurance Affiliated Certificate**

When purchasing an IGC Basic Assurance Affiliated certificate or an IGC Medium Assurance Affiliated certificate, applicants will be required to provide a notary with either:

- One (1) valid federally-issued verifiable credential with a photo; **or**
- Two (2) valid state or local government-issued verifiable credentials, at least one of which must be a photo ID

All identification information presented for "Part 2 – ID Form" must be filled in completely.



## Identity Verification Requirements IdenTrust Global Common (IGC) Certificate Policy

### Acceptable Valid Federal Government-Issued Identification Documents:

- U.S. passport
- U.S. military ID with photo
- Alien registration card
- Federal employee ID badge with photo
- DoD Common Access Card (CAC) with photo
- Certificate of naturalization with photo

### Acceptable Valid State or Local Government-Issued Identification Documents:

- State-issued driver's license
- State-issued state ID
- Student ID from a state university or state college
- Social Security card
- Concealed weapons permit
- Original or certified copy of state-issued birth certificate or birth abroad certificate
- State-issued pilot's license

### A Few Important Notes

- Provided that the above-listed requirements are met, other official forms of identification will be considered on a case-by-case basis.
- The forms of identification provided must be free of any apparent defect on their face. The photograph must be recognizable as belonging to the applicant.
- In the event of a name change, please also present an original or a notarized copy of the documentation authorizing the name change (i.e., marriage certificate, divorce decree, or court-issued name change documents) and include a copy with the Forms Packet when submitted for processing.

**IGC policy requires that you retrieve your certificate within 30 days from the date your forms are signed.** If you are not able to complete this process and retrieve your certificate before that time elapses, your application will be cancelled and you will need to start the process again from the beginning. Before starting your application, please ensure that you will be able to complete all steps within 30 days.

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