

# Thank you for choosing **IdenTrust** as your ACES Business Representative Certificate vendor!

The forms packet for the ACES Business Representative certificate is used to gather ID-specific details, necessary for the processing and ultimate approval of your certificate request. It is also used to obtain approval from your company to receive the certificate.

These details are recorded on the Part 1 and Part 2 forms. You were provided a forms packet at the end of the online registration. If you no longer have it, you can find a blank copy here:

<https://secure.identrust.com/certificates/policy/aces/ACESBusRepForm.pdf>

To avoid processing delays, here are a few helpful tips for you when filling out the forms.

## Part 1 – **Sponsoring Organization Authorization Form:**

This form is signed by the organization officer, accepting the terms of the Certificate Agreement for Organization, found in Part 3 of the packet. All fields at the bottom must be filled in before the form can be accepted for processing.

These fields must match the online application exactly

Print Applicant's legal first and last name	Organization Officer's signature
Print Organization name	Print Organization Officer's name
Organization headquarters address	Print Organization Officer's title
City, State, Zip Code	Date Organization Officer signed

Print Applicant's legal first and last name	Organization Officer's signature	The organization officer fills out this section
Print Organization name	Print Organization Officer's name	
Organization headquarters address	Print Organization Officer's title	
City, State, Zip Code	Date Organization Officer signed	

\*The organization officer must be a person with the authority to sign agreements on behalf of your company.

## Part 2 – Notary Form:

This form is where all of your ID information is collected, then signed by both you and the notary. Please be sure all fields are filled out correctly or a new form will be required.

The Terms and Conditions section requires your signature, your written name, and the email address you listed during your online registration.

### Terms and Conditions

The undersigned applicant warrants, represents, and attests that all facts and information provided in Parts 1 & 2 are, to the best of the undersigned applicant's knowledge, accurate, current and complete and that he or she: a) Is authorized by his or her Organization to receive and use an ACES digital certificate issued by IdenTrust; b) Has read and accepts the personal identifying information set forth herein; c) Is who he or she represents himself or herself to be; and d) Has read, understood, and agrees to the responsibilities associated with being a Subscriber of an ACES Business Representative Certificate, including the terms and conditions found in the on-line ACES Business Representative Certificate Agreement.

The applicant agrees to: 1) accurately represent him or herself in all communications with IdenTrust and Relying Parties; 2) protect his or her private key at all times; 3) immediately notify IdenTrust if he or she suspects his or her private key to have been compromised, stolen or lost; and 4) use his or her key only for authorized business as allowed by the ACES Program.

Signed By: \_\_\_\_\_ (Subscriber to sign only in the presence of Notary)

Print Legal Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
First Name MI Last Name (Must match email address provided online)

You can fill in the printed name and email address, but don't sign until you are with the notary!

When filling out the Identification section, each ID field must be filled out completely.

If you have questions about what IDs are acceptable, you can find a list on the Instructions page (page 2) of the forms packet, and also here: [https://identrust.com/aces\\_id](https://identrust.com/aces_id)

### Identification – All fields must be complete. See Page 2 'Instructions for Applicant for approved IDs.

One verifiable Photo ID issued by the Federal Government

-OR-

Two verifiable forms of ID issued by a state or local government.  
At least one must be a photo ID

PHOTO ID
Doc. Type/Title:
Doc. Issuer:
Serial/Unique #:
Full Name:
Issue Date:
Expire Date:

PHOTO ID	2 <sup>ND</sup> ID
Doc. Type/Title:	Doc. Type/Title:
Doc. Issuer:	Doc. Issuer:
Serial/Unique #:	Serial/Unique #:
Full Name:	Full Name:
Issue Date:	Issue Date:
Expire Date:	Expire Date:

\*Note: If the name on your Photo ID is different from the name on your Second ID, please send a **notarized** copy of a document showing the name change (E.g. A **notarized** copy of your marriage license or **notarized** certificate of marriage).

If your ID does not list one of the required fields, please send a photocopy of the ID with your forms.

The last section of the Part 2 form is the Notarial Acknowledgement. The notary needs to fill this out completely, then sign and date the form. The notary will then need to stamp and/or seal their signature as required by your state.

There are some states where the notary is prohibited from signing the form as it is written. In those cases, an 'All-purpose Acknowledgement' form will have to be filled out completely and sent along with the Part 1 and Part 2 forms. You must still fill out the Terms and Conditions section, as well as the Identification section. Any missing data will require a new form be completed and sent in for processing.

**Notarial Acknowledgement**

I \_\_\_\_\_ (name of notary/officer), registered in the state of \_\_\_\_\_, county of \_\_\_\_\_ do hereby certify under PENALTY OF PERJURY under the laws of the State of \_\_\_\_\_ that the following information is true and correct:

1. On \_\_\_\_\_ (MM/DD/YY), before me personally appeared \_\_\_\_\_ (name of signer), who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

2. I have seen and verified the forms of identification for which information is written above and hereby assert that said forms of ID do not appear to be altered, forged or modified in any way.

WITNESS my hand and official seal

(Seal)

Signature \_\_\_\_\_

Make sure the notary seals their signature with a stamp, seal and/or embossed seal.  
\*Seal not required by CT, KY, LA, ME, MI, NJ, NY, RI, VT but is strongly recommended

Once the forms have been filled out completely, both forms have been signed (pen to paper), please send the original Part 1 and Part 2 forms to:

**IdenTrust Registration**  
5225 Wiley Post Way, Ste 450  
Salt Lake City, UT 84116

If you have questions not covered by these instructions, you can chat live: <http://www.identrust.com/chat>

Again, **Thank You** for choosing **IdenTrust** for your digital certificate needs.