

Purchasing a TrustID Certificate is Easy

When purchasing a TrustID Personal certificate or a TrustID Business certificate, individuals must have their identity verified in accordance with the TrustID 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.

TrustID Personal 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

TrustID Business Certificate

When purchasing a TrustID Business certificate, applicants will be required to provide a notary with:

- Two (2) valid federal, state or local government-issued verifiable credentials, at least one of which must be a photo ID

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

Acceptable Valid Federal, State or Local Government-Issued Identification Documents:

- U.S. passport
- U.S. military ID with photo
- Alien registration card
- State-issued driver's license
- State-issued state ID
- Student ID from a state university or state college
- Federal employee ID badge with photo
- DoD Common Access Card (CAC) with photo
- Certificate of naturalization with photo
- 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.

You are required to retrieve your certificate within 90 days once the application is approved. 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 90 days.

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