

# 4 EASY STEPS TO ENROLLMENT

Follow this to easily navigate the validation process for an individual and learn how to receive the certificate after issuance.

## 1 Identity Authentication

Comodo must verify the personal identity of the individual applicant. The identity can be proven by completing a Face to Face Verification Form. This form must be notarized by a licensed/commissioned Notary, or a licensed attorney in your country. Download the Comodo Face to Face Verification Form (NOTE: Comodo will also send this form in a separate email).



### REQUIRED IDENTIFICATION

Must be current and valid

Government-Issued ID – Comodo will accept one of the following IDs, containing your full name and a photo:

- Passport
- Driver's License
- Personal ID Card
- Military ID



### ADDITIONAL DOCUMENTATION

Two forms of secondary evidence to verify your identity

- Financial Document - Comodo requires one of the following acceptable financial institution documents, containing your full name:
  - Credit Card Statement
  - Debit Card Statement
  - Mortgage Statement
  - Bank Statement
- Non-Financial Document – In addition to the financial document, Comodo will also require one of the acceptable non-financial documents, containing your full name:
  - Utility Bill
  - Lease Agreement
  - Birth Certificate
  - Tax Bill



### COMMON ISSUES

These result in delays

- Enrolled with a nickname or abbreviated name
- Refusal to pay more for legal/accountant signature on ID Form.



### PREFERRED METHOD

The easy & fastest way

Third-Party Directory – Comodo can use an existing or new telephone listing in acceptable directories (i.e. White Pages, Yellow Pages) as long as the verified individual details are the same.



### COMMON ISSUES

These result in delays

- Telephone listings in third-party directories display outdated individual details or telephone numbers.
- Applicants refuse to publically display their individual phone numbers temporarily.
- Refusal to pay more for legal/accountant signature on letter.



### ALTERNATIVE METHODS

Legal Opinion Letter – If your telephone number is not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter.



## 2 Telephone Verification

You must have an active telephone number listed that's verifiable by an acceptable telephone directory online. Listings must contain your full name and physical address.



## 3 Final Verification Call

Comodo must speak with you or the specified applicant (site admin) using the verified individual telephone number to confirm the order details.vv



### PREFERRED METHOD

The easy & fastest way

Personal Telephone Number – This is the telephone number used to call you directly (i.e. Mobile).



### COMMON ISSUES

These result in delays

- Unable to answer the telephone during normal operating hours.
- No operator or colleague to transfer/ provide alternative telephone number to be reached at.



### ALTERNATIVE METHODS

If you can't do the preferred way

- Extension or IVR – If the telephone number provided is not the applicant's direct line, Comodo can enter an extension (if provided) or follow an IVR to connect directly to you.
- Transfer or Alternative Telephone Number – If the telephone number provided is not the applicants direct line, Comodo can either be transferred or obtain another telephone number from a colleague after initiating the call.



## 4 Issuance

After validation is finished, Comodo will send a "collection" link via email and require you to download the certificate via browser. For detailed instructions on how to download or "collect" your certificate, please refer to your Code Signing Collection Guide.

