



Forms Packet

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ACES Trusted Agent Notary Form

Print only what is needed

The instructions and terms/conditions must be read but do not need to be printed. Please print only the pages you need to send to IdenTrust. For most applicants, this includes two pages; Part 1: Sponsoring Organization Authorization Form and Part 2: Notary Form.

ACES DIGITAL CERTIFICATE PROGRAM

Instructions for Bulk Loading

The IdenTrust Bulk Load Program provides a simple process to upload 5+ certificate applications in a single request. Before you begin this process, you must have already completed the steps described in the "ACES Trusted Agent Instructions" form, which requires that you retrieve your digital certificate that you applied for as a Trusted Agent. If this has not been completed, then you cannot use this bulk load process and will need to use the standard online registration process.

The following steps provide instructions on how to complete a bulk load request.

Step 1: Trusted Agent Acknowledgement

Complete **Part IV - ACES Trusted Agent Acknowledgement**. You will need to complete a form for each applicant that is included in the Bulk Load Template.

Step 2: Send Forms to IdenTrust

Send all completed forms to one of the following addresses:

Mailing Address

ACES Registration
IdenTrust Services
P.O. Box 22930
Salt Lake City, UT 84122-0930

**Overnight Courier Only
(FedEx, UPS, Etc.)**

ACES Registration
IdenTrust Services
255 Admiral Byrd Road, Suite 200
Salt Lake City, UT 84116-4915

An e-mail notification will be sent to you immediately upon receipt of your application and upon approval.

Step 3: Complete Bulk Load Template

Completely fill out each tab on the ACES Business Bulk Load template.

Step 4: Save Bulk Load Template

Once all tabs and required information are completed, save and name the bulk load template.

Step 5: Submit Bulk Load Template

Go to: <http://www.trustdst.com/simplysignit.html> and follow the instructions to submit your bulk load request.

Step 6: Receipt of Approval Letters

Within a 48-hour business period, you will receive an overnight package with all Approval Letters to distribute to each employee that is listed on your bulk load request.

****Please Note: Our Registration Department hours are
Monday through Friday 8:00 am to 5:00 pm MST****

ACES DIGITAL CERTIFICATE PROGRAM Part IV - ACES Trusted Agent Notary Form

Instructions for Trusted Agent

For the purposes of this document, personal acquaintance with the individual is insufficient. You must:

- 1) review the identification credentials and ensure they are acceptable as described below,
- 2) verify that such ID information is protected against forgery, modification, or substitution, and
- 3) record below the serial number and type of the ID credentials presented by the applicant.

The undersigned applicant warrants, represents and agrees that:

The undersigned hereby warrants, represents and agrees that all facts and information provided are accurate, current, complete, and not misleading and that he or she: a) Is authorized to receive, and has applied for, a digital certificate to be issued by IdenTrust. b) Has read and accepts the personal identifying information to be contained in the certificate; 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 certificate subscriber, including the terms and conditions found in the ACES Certificate Subscriber Agreement, IdenTrust's ACES Certification Practices Statement ("CPS").

The applicant further agrees to: 1) accurately represent him or herself in all communications with the ACES PKI; 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 ACES-certified key only for official ACES business as specified in the previously mentioned documents.

Signed By: _____ Date: _____
(Subscriber to Sign Only in the Presence of Notary)

Printed Name: _____ Email Address: _____
(First Name, Middle Initial, Last Name)

Acknowledgement

The foregoing instrument was acknowledged before me this ____ day of _____, _____ by the signer and subject of the above form, who personally appeared before me and signed or attested the same in my presence, and presented the following government-issued photo ID card as proof of his/her identity:

Applicant must present **either one** Federal Government-issued Photo ID **-OR-** **two** forms of ID issued by a state or local government. If presenting two IDs, at least one must be a Photo ID. Examples of acceptable forms of ID are as follows:

One verifiable Photo ID issued by the Federal Government such as Passport, Fed. Employee ID, US Military Photo ID, DoD CAC, etc.

Photo ID

Doc. Type/
Title: _____
Issuer: _____
Serial
No: _____
Exact
Name _____
Issue Date: _____
Expir. Date: _____

Two verifiable forms of ID issued by a state or local government. At least one must be a photo ID (See "Instructions to Subscribers" on page 1 for acceptable forms of ID)

Photo ID

Doc. Type/
Title: _____
Issuer: _____
Serial
No: _____
Exact Name
Listed: _____
Issue Date: _____
Expir. Date: _____

Second ID

Doc. Type/
Title: _____
Issuer: _____
Serial
No: _____
Exact Name
Listed: _____
Issue Date: _____
Expir. Date: _____

Trusted Agent Name

Trusted Agent Signature