

**U.S. Nuclear Regulatory Commission (NRC)
Authentication and Credentialing Services
External Partner Medium Hardware Assurance
Digital Certificate Subscriber Agreement**

Instructions

For the Applicant

As the applicant, follow these instructions to complete the NRC Subscriber Agreement form (“the agreement form”) for the External Partner Medium Hardware Assurance. We have provided a sample form in the enrollment package for your help. If you have problems or questions, contact the National Source Tracking System Helpdesk at 1-877-671-6787.

Note: Do not sign the agreement form until instructed to do so by the person whom affirms the validity of the application (“the witness”). In most cases, this is a Notary Public; however, if you have access to one, it can also be a person appointed as a Trusted Agent by the NRC.

1. Read these instructions in full. Do not start to fill out the agreement form, assemble the application package, or sign the agreement form without first reading the instructions.
2. Review the text of the agreement form; it contains your obligations to protect your electronic credential.
3. Schedule an appointment with a person that may proof your application package and witness your signing of the agreement, either a Notary Public, or, if you have access to one, an NRC-appointed Trusted Agent.
4. Start filling out the applicant portion of the agreement form: enter your name, home address, date of birth, and personal e-mail address; also, describe the primary and secondary form of identification that you intend to present to the witness. Note that you must not sign the agreement until instructed to do so by your witness. Furthermore, you must not enter any information in the sections designated for either type of witness, the Notary Public or the NRC-appointed Trusted Agent.
5. When you meet with your witness, you should:
 - Bring these instructions
 - Bring the agreement form that you have started to fill out
 - Bring two pieces of documentation that each establishes your identity
 - One primary form of identification. This can be your state issued driver’s license or some other valid state issued photo ID.
 - One separate, secondary form of identification. This can be your passport or a Federal, State, local, or tribal issued ID that contains at least either a photograph or your name, date of birth, gender, height, eye-color, and home address information.
 - Bring a legible photocopy of the front and back of the primary identification presented
 - Bring a legible photocopy of the secondary identification presented; the photocopy must show the picture, or, if the identification does not contain a picture, the name, date of birth, gender, height, eye-color, and home address information; furthermore, the photocopy must show expiration date information.
 - Bring a separate facial photograph taken within the past six months with a current likeness (A photograph printed on photographic paper or a high quality computer printout of the photograph are both acceptable.)
 - Bring either the opaque, tamper-evident envelope provided in the ACS package in which the agreement form arrived, or the opaque, tamper-evident envelope available at a UPS or Federal Express store.
 - If your name has changed, and hence, your legal name does not match the name on one or both forms of identification that you intend to present to the witness, you must also bring the following two items:

- An original official legal document affirming the name change
 - A legible photocopy of the official legal document affirming the name change
6. Provide your witness with every applicable item in the list above. Your witness will proof these items.
 7. When your witness instructs you to do so, sign and date the agreement form as directed by your witness.
 8. The witness will then complete, assemble, and seal the application.
 9. Collect the application envelope from the witness.
 10. Mail the application by first class mail, registered mail, express mail, or certified mail using the U.S. Postal Service, the United Parcel Service, Inc., or the Federal Express Corporation. The NRC must approve any other means for the physical transmission of information before use. You must mail your application within five calendar days of the signing by the witness. Mail the envelop to the following address:

Symantec Corporation
Attention: VeriSign NRC Authentication Support
350 Ellis Street
Mountain View, California 94043

Remember that you must only sign this agreement form in the presence of a witness, that is, a Notary Public or an NRC-appointed Trusted Agent.

We provide the following information to help you avoid some of the common mistakes we have seen in completing the agreement form. Any of these errors will cause us to reject your application:

- If the name you entered on the agreement form does not match the name of both forms of presented identification, and you have not proven the legality of the inconsistency through an official legal document, we will reject your application. For example: if you enter your name as Bill while your ID says William, we will reject your application; or, if you enter your married name when your ID contains you maiden name, and you have not included a photocopy of your marriage certificate, or other proving documentation, we will reject your application. The name you enter on the form must be identical to the name of both forms of presented identification unless you can prove a legal name change.
- If the envelope in which you are sending your application is not postmarked within five calendar days of the witness' signature, we will reject your application.
- If any information on the agreement form is missing, we will reject your application.
- If any attachment is missing or it does not fulfill the requirements stated on the agreement form, we will reject your application.
- If you enter information in the sections designated for the Notary Public or the NRC-appointed Trusted Agent, we will reject your application.
- If you, in any way, alter, or attempt to alter, the agreement form, we will reject your application.

For the Notary Public

As the Notary Public, follow the instructions below to notarize the NRC Subscriber Agreement form ("the agreement form") for the External Partner Medium Hardware Assurance. If you have problems or questions, contact the National Source Tracking System Helpdesk at 1-877-671-6787.

1. Read the instructions that pertain to the Notary Public. Do not notarize the application without first reading the instructions.
2. Collect the application package from the applicant.
3. Proof the application package. If you cannot verify every aspect of the package described herein, do not notarize the agreement form.

- a) Verify that the applicant has provided you with the following items:
 - These instructions
 - An agreement form
 - A state issued driver's license or some other valid state issued photo ID (This constitutes the applicant's primary form of identification.)
 - A passport, a Federal, State, local, or tribal issued photo ID, or some other valid photo ID that contains name, date of birth, gender, height, eye-color, and home address (This constitutes the applicant's secondary form of identification.)
 - A photocopy of the primary identification
 - A photocopy of the secondary identification
 - A facial photograph
 - An opaque, tamper-evident envelope
 - b) Verify that the primary form of identification has not expired.
 - c) Ask the applicant to pledge that the primary form of identification identifies the applicant.
 - d) Unless the secondary form of identification is an U.S. issued passport, verify that it has not expired.
 - e) Ask the applicant to pledge that the secondary form of identification identifies the applicant.
 - f) Verify that the applicant has not signed the agreement form.
 - g) Verify that the applicant's name on the agreement form exactly match both the name on the primary form of identification and the name on the secondary form of identification. If the name on the form does not exactly match the name on the primary form of identification and the name on the secondary form of identification, verify the following:
 - i. Verify that the applicant has provided you with an original official legal document explaining the name discrepancy.
 - ii. Verify that the original official legal document affirms the name discrepancy.
 - h) Verify that the home address and the date of birth on the agreement form match the address and date of birth on the primary form of identification.
 - i) Verify that the photocopy of the primary form of identification is a copy of the primary identification and that it depicts the front and back of that identification.
 - j) Verify that the photocopy of the secondary form of identification is a copy of the secondary identification and that it shows the picture and name, date of birth, gender, height, eye-color, home address, and expiration date information.
 - k) Ask the applicant to pledge that the photograph depicts the applicant and that it has been taken within the last six months.
 - l) If the applicant presented you with a document affirming a name change, verify that the associated photocopy is a copy of the original official legal document.
4. Instruct the applicant to sign and date the agreement form.
 5. Complete the agreement form.
 - a) Enter what primary and secondary forms of identification the applicant presented to you.
 - b) Fill out the Notary Public section of the agreement form.
 - c) Sign, date, and affix notary seal to the agreement form.
 - d) Optionally, make copies for your own records.
 6. Assemble the application package
 - a) Place the following items in the tamper-evident envelope:
 - The signed and sealed agreement form
 - The photocopy of the primary form of identification
 - The photocopy of the secondary form of identification

- The photograph
 - If applicable, the photocopy of the original official legal document affirming the name change
- b) Close and seal the tamper-evident envelope.
- c) Sign the envelope flap in such a way that the signature binds the envelope flap with the body of the envelope.
7. Return the application package to the applicant.
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For the NRC Trusted Agent

As the NRC Trusted Agent, follow the instructions below to notarize the NRC Subscriber Agreement form ("the agreement form") for the External Partner Medium Hardware Assurance. If you have problems or questions, contact the National Source Tracking System Helpdesk at 1-877-671-6787.

1. Read the instructions that pertain to the NRC Trusted Agent. Do not sign the application without first reading the instructions.
2. Collect the application package from the applicant.
3. Proof the application package. If you cannot verify every aspect of the package described herein, do not notarize the agreement form.
 - a) Verify that the applicant has provided you with the following items:
 - These instructions
 - An agreement form
 - A state issued driver's license or some other valid state issued photo ID (This constitutes the applicant's primary form of identification.)
 - A passport, a Federal, State, local, or tribal issued photo ID, or some other valid photo ID that contains name, date of birth, gender, height, eye-color, and home address (This constitutes the applicant's secondary form of identification.)
 - A photocopy of the primary identification
 - A photocopy of the secondary identification
 - A facial photograph
 - An opaque, tamper-evident envelope
 - b) Verify that the primary form of identification has not expired.
 - c) Ask the applicant to pledge that the primary form of identification identifies the applicant.
 - d) Unless the secondary form of identification is an U.S. issued passport, verify that it has not expired.
 - e) Ask the applicant to pledge that the secondary form of identification identifies the applicant.
 - f) Verify that the applicant has not signed the agreement form.
 - g) Verify that the applicant's name on the agreement form exactly match both the name on the primary form of identification and the name on the secondary form of identification. If the name on the form does not exactly match the name on the primary form of identification and the name on the secondary form of identification, verify the following:
 - i. Verify that the applicant has provided you with an original official legal document explaining the name discrepancy.
 - ii. Verify that the original official legal document affirms the name discrepancy.
 - h) Verify that the home address and the date of birth on the agreement form match the address and date of birth on the primary form of identification.
 - i) Verify that the photocopy of the primary form of identification is a copy of the primary identification and that it depicts the front and back of that identification.

- j) Verify that the photocopy of the secondary form of identification is a copy of the secondary identification and that it shows the picture and name, date of birth, gender, height, eye-color, home address, and expiration date information.
 - k) Ask the applicant to pledge that the photograph depicts the applicant and that it has been taken within the last six months.
 - l) If the applicant presented you with a document affirming a name change, verify that the associated photocopy is a copy of the original official legal document.
4. Instruct the applicant to sign and date the agreement form.
 5. Complete the agreement form.
 - a) Enter what primary and secondary forms of identification the applicant presented to you.
 - b) Fill out the NRC-appointed Trusted Agent section of the agreement form.
 - c) Sign and date the agreement form.
 - d) Optionally, make copies for your own records.
 6. Assemble the application package
 - a) Place the following items in the tamper-evident envelope:
 - The signed agreement form
 - The photocopy of the primary form of identification
 - The photocopy of the secondary form of identification
 - The photograph
 - If applicable, the photocopy of the original official legal document affirming the name change
 - d) Close and seal the tamper-evident envelope.
 - e) Sign the envelope flap in such a way that the signature binds the envelope flap with the body of the envelope.
 7. Return the application package to the applicant.
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