

# AusCERT Grid End User Certificate Application Form

## Certificate Holder Details (will appear in the certificate)

First name(s) .....

Last name .....

E-mail address .....

Organisation name .....

(Sub-LRA)

## Certificate Holder Additional Details (required; will *not* appear in the certificate)

Primary phone number .....

Passport / government ID country of issue .....

Passport / government ID number .....

Passport / government ID expiry date ..... [YYYY-MM-DD]

By submitting this certificate application I confirm that:

- all declarations made in relation to the information to be included in the certificate are true and accurate
  - no personal data is used for the creation of the password
  - the private key will be securely stored separate from the corresponding password
  - I will not grant access to the private key to any unauthorised person
  - the certificate will be used strictly in compliance with the terms and conditions of the relevant Certificate Policy/Certification Practice Statement (CP/CPS) and the QuoVadis certificate holder agreement.
  - the certificate will immediately be declared invalid if the certificate details are no longer correct or the private key is lost, stolen, or potentially compromised
  - I agree with the publication of the certificate
- I have read the University of Queensland Privacy Statement on page 2 of this form.

Place, date .....

Signature of applicant.....

## For the Sub-Local Registration Authority (Sub-LRA)

*I confirm the Certificate Holder's affiliation with the organisation indicated above and attest to the accuracy of the Certificate Holder details above, which have been checked against a nationally recognised identity document issued to the applicant, in accordance with the Handling Instructions below.*

Place, date .....

Name of Agent Administrator .....

Signature .....

## Handling instructions

The applicant for the Certificate must have a face-to-face meeting with an Agent Administrator of the sub-LRA and show a government issued identity document which includes the applicant's photo (being either a driver's licence or passport or another document approved by AusCERT) or his/her staff identity card (if the staff identity card was issued on the basis of having provided such government issued identity documents to the Appointed sub-LRA). The Agent Administrator must either:

- (i) submit the completed End User Grid Application Form to QuoVadis with a copy of the identity document; or
- (ii) securely retain a copy of the completed End User Grid Application Form with a copy of the identity document on file for the period required under clause 1.12 of the Sub-LRA Agreement. It may be required for audit purposes at any point duration the lifetime of the certificate or afterwards.

If you prefer not to retain a copy on file, then you may submit this form and a copy of the identity documentation to QuoVadis by :

Fax: +44 (0) 333 666 3000 or  
Upload via ticket at <https://support.quovadisglobal.com>

## The University of Queensland Privacy Statement

*Your Personal Information and Personal Information regarding the Applicant's relevant employees, agents and contractors, is being collected for the purpose of administering and performing (including providing services in relation to) the contracts and arrangements related to this form ('Purpose').*

*For this Purpose, this Personal Information may be shared with and used by The University of Queensland (trading as AusCERT), QuoVadis and their related entities, contractors and affiliates and PKI infrastructure auditors. Some of these persons are likely to be outside of Australia and your information may be disclosed to and used and stored by them outside of Australia. Because The University of Queensland is a statutory body, your Personal Information may also be shared with Queensland Government departments or agencies, Queensland Government Bodies, Non-Government Organisations and/or Commonwealth, States or Territories in connection with the Purpose. Third parties may have access to this Personal Information where it is required to be used or disclosed in, or relation to the use of, digital certificates and/or the services associated with providing and/or using digital certificates. Personal Information will not be otherwise used or disclosed without consent, except where and as permitted or required by law.*

*For further information please consult the UQ Privacy Management Policy at:  
<http://www.uq.edu.au/hupp/index.html?page=24999>.*