



Trust/Link

AusCERT Certificate Service

Agent Administrator Request Form

The QuoVadis Trust/Link System is the online certificate management portal your organisation (a sub-Local Registration Authority) will use to manage digital Certificates as part of the AusCERT Certificate Service. Your organisation needs to appoint staff within your organisation to fulfill the Trust/Link Agent Administrator roles. Agent Administrator duties include approving Certificate requests, inviting Registrants and Subscribers.

Please complete this form and have it authorised by the sub-Local Registration Authority Officer (sub-LRAO) for your organisation. When completed, AusCERT (the Local Registration Authority (LRA)) will create "Agent Administrator" roles within the QuoVadis Trust/Link System for your organization for, or change the details of, or remove, the Agent Administrator as nominated in this form.

Forms signed by hand should be returned to AusCERT either by fax +61 7 3365 7031 or scanned and e-mailed to cs@auscert.org.au.

Digitally signed PDF forms should be sent to cs@auscert.org.au.

Purpose of Form:

Add new Agent Administrator

Change details of Agent Administrator

Remove Agent Administrator

Is the Agent Administrator also authorised to be a sub-LRAO? A sub-LRAO is an Agent Administrator who is authorised to approve changes to other Agent Administrators in your organisation.

Yes

No

Select whether he/she can manage SSL and/or End User Certificates

SSL

End User (personal)

Organisation Name (sub-LRA):

Agent Administrator Details:

First or given name:

Last or family name:

Email address:

Phone number:

Important notice:

Please note that when a new Agent Administrator is requested through this form, AusCERT will telephone him or her to obtain from them a shared passphrase or answer to a shared secret question. They will need this shared passphrase to initiate the AdminID enrollment process and for any subsequent requests to AusCERT to revoke and reissue their AdminID. See the [FAQ](#) for more information.



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Authorised Organisation Signatory

Signed by the Sub-LRAO confirming that the details provided above are correct and accurate and that the Agent Administrator is authorised to act in the nominated role.

Full Name (sub-LRAO)

Signature: (Digital signature or pen-ink signature)

Date

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>.