

Bureau of the Public Debt Digital Certificate Request

Type of Request

- | | | |
|---|---|---|
| <input type="checkbox"/> Establish New Security Administrator | <input type="checkbox"/> Establish New User / Certificate Request | <input type="checkbox"/> Renew User Digital Certificate |
| <input type="checkbox"/> Revoke User Digital Certificate | <input type="checkbox"/> User Authorization Code Change | <input type="checkbox"/> Remove User |
| <input type="checkbox"/> Other: (Specify) _____ | | |

Application Information

Name of Application: _____
Comments: _____

User Information

Organization Name: _____
Type of Organization: Commercial Bank Local, State, or Federal Government Federal Reserve Bank BPD
 Other (Specify): _____
ABA Routing Number or TIN: _____ Region (optional): _____
Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____
E-Mail: _____
Comments: _____

Authorizations

I certify that the information contained on this form is true and correct. I certify that I will abide by the requirements set out in the certificate practice statement used by the Bureau of the Public Debt, as amended from time to time.

User: (Not needed if this request is to establish a Security Administrator)

Signature Date

Security Administrator:

Signature Date

Official seal or stamp (such as corporate seal, signature guaranteed stamp, or medallion stamp)

For Bureau of the Public Debt Use Only

Administrator:

Signature Date

Security Officer:

Signature Date

Department of the Treasury
Bureau of the Public Debt

How to use this form

To apply for access, you must select one Security Administrator and a Back-up Security Administrator who are responsible for designating users, updating user information, renewing digital certificates, and forwarding the applications to the Bureau of the Public Debt. Your Security Administrator must certify that all individuals are authorized to conduct transactions for the organization listed.

After the Bureau of the Public Debt's Certificate Authority (CA) has approved the application, and a Digital Certificate has been issued, we will notify your Security Administrator by e-mail. We will also mail each user a reference number and authorization code for digital certificate retrieval, and any other necessary information. The Digital Certificate will reside on the user's computer and is used to authenticate individuals conducting business on behalf of an organization with the Bureau of the Public Debt.

1. **Type of Request:** Check only one of the types provided. If you do not see the type that you need then check 'other' and give a brief description of what is being requested.
2. **Application Information:** Specify the name of the application for which you are requesting access. Other pertinent information regarding the request should be included in the comment area.
3. **User Information:** Provide the name of organization for which the user is authorized to act. Check only one type of organization. If the type of organization is not shown, please check other and specify the type. Enter the ABA Routing Number or Taxpayer Identification Number as appropriate. The Region field is optional. Fill in the applicant's name, mailing address, telephone number, and E-Mail address completely. The fax number is optional. Provide any special instructions about this user in the comments area.
4. **Authorizations:** The requesting user must sign and date in the area provided signifying agreement to the terms specified in the Bureau of the Public Debt's Certificate Practice Statement. The new user's Security Administrator must sign and date in the area provided certifying that the user is authorized to conduct business for the customer organization. If this request is to establish a new Security Administrator (a.k.a. Local Registration Authority / LRA), the "User" signature field does not apply. The Bureau of the Public Debt's designated Administrator (a.k.a. Registration Authority / RA) must sign and date in the area provided signifying acceptance and approval of the request. Establish New User / Certificate Request's will not be processed without the three signatures.

Each of the Bureau of the Public Debt's application owner(s) must assign the Administrator and alternate(s) in writing.

All designated Bureau of the Public Debt Administrators must have their signatures on file with the Certificate Authority before requests are processed.

The Bureau of the Public Debt Administrator who processes this request must keep a copy of this Application on file for a period of three years after the user's certificate expires, and must make these documents available for examination by the CA upon request.