

NATIONAL FINANCE CENTER (NFC) CERTIFICATE ACTION REQUEST FORM

FOR NFC USE ONLY

PART A - REQUEST

SUBSCRIBER INFORMATION

SUBSCRIBER NAME (First, Middle, Last)	ORGANIZATION NAME	NFC ASSIGNED USER ID	LAST FIVE DIGITS OF SOCIAL SECURITY NUMBER
WORK STREET ADDRESS			
CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	FACSIMILE NUMBER	E-MAIL ADDRESS	
TYPE OF EMPLOYING ORGANIZATION <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER (Specify) ⇒			

ACTION

		LEVEL OF ASSURANCE		PROFILE TYPE/TYPE OF CERTIFICATE/E-MAIL	
					E-MAIL TYPE
New Subscriber Certificate		BASIC		ROAMING	
		MEDIUM		DESKTOP	
		HIGH		SMART CARD	
New/Replacement Device Certificate Please note that the sponsor for the device should complete the Subscriber Information above.					TYPE OF DEVICE
					ENTRUST CA SIGNED SSL CERTIFICATE
					ENTRUST WEB CERTIFICATE SERVER
REASON <input type="checkbox"/> NEW <input type="checkbox"/> UPGRADE <input type="checkbox"/> MALFUNCTION <input type="checkbox"/> OTHER (Specify) ⇒					
If request is for a hardware device, attach Official current equipment inventory sheet (or you may enter the information in the blocks below.)					
DEVICE SERIAL NUMBER			DEVICE MODEL NUMBER		
DEVICE DNS NAME					

Revoke Certificate	Specify reason ⇒	<input type="checkbox"/> No Longer Needed <input type="checkbox"/> Key Compromise (Enter Date Last Known to be Un-compromised) <input type="checkbox"/> Other (Specify)
Recover Certificate	Specify reason ⇒	DESCRIBE CIRCUMSTANCES
Change Designated Name	Specify reason ⇒	DESCRIBE CIRCUMSTANCES
Remove LRA tier. (This action removes LRA duties, but does not revoke the certificate.)	Specify reason ⇒	DESCRIBE CIRCUMSTANCES

PART B - SIGNATURES

REQUESTOR SIGNATURE

I have read and understand the Subscriber Agreement and my signature on this document, by hand, is my agreement to abide by the agreement and the rules and policies of the NFC regarding the agreement.

I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

REQUESTOR SIGNATURE	DATE
ORGANIZATION APPROVAL OFFICIAL SIGNATURE (As outlined in your organization's Service Level Agreement with NFC)	
ORGANIZATION APPROVING OFFICIAL NAME	ORGANIZATION APPROVING OFFICIAL SIGNATURE
	DATE

INSTRUCTIONS FOR COMPLETING NFC CERTIFICATE ACTION REQUEST FORM

The completed form should be sent by the Notary Public or Local Registration Authority (LRA) to:

USDA/NFC/ISPCS/PKI
13800 Old Gentilly Road
NEW ORLEANS, LA 70129

PART A - REQUEST

Subscriber Name - The first name, middle initial, and last name of an individual (150 characters maximum).

Organization Name - The name of the employing organization of the individual.

NFC Assigned User ID - The NFC assigned User ID of an individual, if applicable.

Last Five Digits of SSN - The last 5 digits of an individual's SSN.

Business Address

Street Address - The street name, number, and any additional components (directional symbols, etc.) necessary to identify a specific address (100 characters maximum).

City - The name of a city associated with the address (40 characters maximum).

State - The 2-character abbreviation for each state of the United States.

Zip Code - The applicable zip code (5-9 characters).

Business Telephone Number - Please include the area code and telephone number.

Business Facsimile Number - Please include the area code and telephone number.

Business E-mail Address - An individual's address for electronic communications, e.g., your Internet address but not the number string address (maximum 129 characters).

Action

The subscriber should select a type of request (certificate application, hardware device, certificate revocation or key recovery) by checking the appropriate box.

Certificate Application - In checking this box, you are requesting a digital certificate that will be issued for your use in doing business with NFC or one of its business partners. The certificate enables NFC to identify your electronic communications and to provide encrypted communication. This selection is appropriate if you have never held an NFC issued digital certificate.

Roaming Profile - The USDA/NFC PKI retains access to the encrypted Subscriber's private key. The key is maintained in a double encrypted state, with the first decryption key controlled by the Subscriber and only after that decryption, with a key controlled by the CA. The private signing key is downloaded in an encrypted format to the Subscriber for the duration of the authentication session. Decryption can only take place through the use of the Subscriber's private key pass phrase. At the end of the authentication session all evidence of the Subscriber's private signing key is removed from the desktop.

Desktop Profile - The client's private signing key is maintained in an encrypted format on the subscriber's desktop.

Smart Card Profile - The client's private signing key is maintained in an encrypted format on a Government Smart Card - Interoperability Specification (GSC-IS) Smart Card.

Device Certificate - In checking this box, you are requesting a certificate for use with a hardware component device.

Revoke Certificate - In checking this box, you are requesting that NFC revoke your digital certificate. This will make it unusable for new communication with NFC.

Typical reasons for requesting revocation are:

1. A new certificate has been issued to you.
2. You no longer wish to have a certificate.
3. You have changed your legal name.
4. You have lost control of your certificate such that someone else may use it. This is called key compromise and we request the last date on which you alone controlled the use of the certificate.

Recover Certificate - In checking this box, you are requesting that NFC (1) revoke your current certificate and (2) issue you a new certificate with new signature and encryption keys. The process will provide access to any material encrypted with the encryption key of the revoked certificate.

Certificate recovery is requested due to forgetting the local passphrase that controls the use of your digital certificate. This local passphrase is chosen by you as part of the enrollment process and never leaves your computer, so NFC has no record of it. Key recovery may also be needed if through some computer malfunction your software no longer functions. This may be due to the corruption of the encrypted keys and certificates stored on your computer.

Change Designated Name - In checking this box, you are requesting that the subscriber's designated name be changed due to a change in legal name.

Remove LRA Tier - In checking this box, you are requesting that the LRA duties are removed, but the user maintains his/her certificate.

PART B - SIGNATURE

Requestors should sign this form and acquire the signature of the appropriate approving official for their organization.

PART C - IDENTITY PROOFING

Two forms of picture ID are required for identification verification. Legible copies of these picture IDs should be attached to this application.

IDENTIFICATION VERIFICATION BY LOCAL REGISTRATION AUTHORITY OR NOTARY PUBLIC

Identification verification should be performed by a Local Registration Authority for an organization or a Notary Public.

PART D - LRA INFORMATION DOCUMENTATION CHECKLIST

A check of the listed items is necessary before the request may be processed.