

# 5. General issuance procedure

cyber\_Folks S.A.

ul. Franklina Roosevelta 22, 60-829 Poznan

tel.: (+48) 12 296 36 63, fax: (+48) 12 395 33 65

hotline / infolinia: (+48) 501 DOMENY (366 369)

[support@certyfikatyssl.pl](mailto:support@certyfikatyssl.pl) , [www.certyfikatyssl.pl](http://www.certyfikatyssl.pl) , [www.domeny.pl](http://www.domeny.pl)

## 1. GENERAL ISSUANCE PROCEDURE

### 1.1. GENERAL – CYBER\_FOLKS S.A.

CYBER\_FOLKS S.A. offers various certificate types to make use of SSL and S/MIME technology for secure online transactions and secure email respectively. Prior to the issuance of a certificate CYBER\_FOLKS S.A. will validate an application in accordance with this CPS which may involve the request by CYBER\_FOLKS S.A. to the applicant for relevant official documentation supporting the application.

CYBER\_FOLKS S.A. certificates are issued to organizations or individuals.

The validity period of CYBER\_FOLKS S.A. certificates varies dependent on the certificate type, but typically, a certificate will be valid for either 1 year, 2 years or 3 years. CYBER\_FOLKS S.A. reserves the right to, at its discretion, issues certificates that may fall outside of these set periods.

### 1.2. CERTIFICATES ISSUED TO INDIVIDUALS AND ORGANIZATIONS

A certificate request can be done according to the following means:

On-line: Via the Web (https). The certificate applicant submits an application via a secure online link according to a procedure provided by CYBER\_FOLKS S.A.. Additional documentation in support of the application may be required so that CYBER\_FOLKS S.A. verifies the identity of the applicant. The applicant submits to CYBER\_FOLKS S.A. such additional documentation. Upon verification of identity, CYBER\_FOLKS S.A. issues the certificate and sends a notice to the applicant. The applicant downloads and installs the certificate to its device. The applicant must notify CYBER\_FOLKS S.A. of any inaccuracy or defect in a certificate promptly after receipt of the certificate or earlier notice of informational content to be included in the certificate.

CYBER\_FOLKS S.A. may at its discretion, accept applications via email.

### 1.3. CONTENT

Typical content of information published on a CYBER\_FOLKS S.A. certificate may include but is not limited to the following elements of information:

#### 1.3.1. SECURE SERVER CERTIFICATES

- Applicant's fully qualified domain name.
- Applicant's organizational name.
- Code of applicant's country.
- Organizational unit name, street address, city, state.
- Issuing certification authority (CYBER\_FOLKS S.A.).
- Applicant's public key.
- CYBER\_FOLKS S.A. digital signature.
- Type of algorithm.
- Validity period of the digital certificate.

- Serial number of the digital certificate.

### **1.3.2. SECURE EMAIL CERTIFICATES**

- Applicant's e-mail address.
- Applicant's name.
- Code of applicant's country.
- Organization name, organizational unit name, street address, city, state.
- Applicant's public key.
- Issuing certification authority (CYBER\_FOLKS S.A.).
- CYBER\_FOLKS S.A. digital signature.
- Type of algorithm.
- Validity period of the digital certificate.
- Serial number of the digital certificate.

### **1.4. TIME TO CONFIRM THE SUBMITTED DATA**

CYBER\_FOLKS S.A. makes reasonable efforts to confirm certificate application information and issue a digital certificate within a reasonable time frame. The time frame is greatly dependent on the Subscriber providing the necessary details and / or documentation in a timely manner. Upon the receipt of the necessary details and / or documentation, CYBER\_FOLKS S.A. aims to confirm submitted application data and to complete the validation process and issue / reject a certificate application within 2 working days.

From time to time, events outside of the control of CYBER\_FOLKS S.A. may delay the issuance process, however CYBER\_FOLKS S.A. will make every reasonable effort to meet issuance times and to make applicants aware of any factors that may affect issuance times in a timely manner.

### **1.5. ISSUING PROCEDURE**

The following steps describe the milestones to issue a Secure Server Certificate:

- a) The applicant fills out the online request on CYBER\_FOLKS S.A.'s web site and the applicant submits the required information: Certificate Signing Request (CSR), e-mail address, common name, organizational information, country code, verification method and billing information.
- b) The applicant accepts the on line subscriber agreement.
- c) The applicant submits the required information to CYBER\_FOLKS S.A..
- d) The applicant pays the certificate fees.
- e) CYBER\_FOLKS S.A. verifies the submitted information using third party databases and Government records
- f) Upon successful validation of the application information, CYBER\_FOLKS S.A. may issue the certificate to the applicant or should the application be rejected, CYBER\_FOLKS S.A. will alert the applicant that the application has been unsuccessful.
- g) Renewal is conducted as per the procedures outlined in this CPS and the official CYBER\_FOLKS S.A. websites.
- h) Revocation is conducted as per the procedures outlined in this CPS and related documents.