

**Federal Identity Credentialing Committee
Shared Service Provider Subcommittee**



Federal Identity Credentialing Committee

**Application for Inclusion on the
Certified Providers List for PKI
Service Providers**

April 5, 2004



Instructions for Submitting Application

Vendors who wish to apply for inclusion on the Certified Providers List for PKI Service Providers must submit an application containing the information specified below. The application should include a letter requesting consideration that includes the information specified in section 1 (below) and that has been signed as indicated in section 4. The supporting documentation listed in sections 2 and 3 must also be provided.

Applicant should submit the information requested below in an electronic format (e.g., PDF). The application should be submitted to fpki.webmaster@gsa.gov. Applicants who are unable to submit information electronically may mail their applications to Brant Petrick, 1800 F Street, NW, Room 2216, Washington DC 20405.

1. Information on the Applicant's Organization

The application letter must include the following information:

- Applicant Organization Name
- Applicant Organization Address
- Applicant Organization's Representative or Designated Agent
 - Name and Title
 - Postal Address with Zip Code
 - Office Phone Number
 - Office E-mail Address
- Applicant Organization's Secondary Contact(s) (to be used if Representative or Designated Agent cannot be reached)
 - Name(s) and Title(s)
 - Postal Address with Zip Code
 - Office Phone Number
 - Office E-mail Address

2. Information on the Applicant's Certification Practices Statement

For each CA that will be issuing certificates under the Shared Service Provider Program, the initial application package must include:

- The Certification Practices Statement (CPS) for the CA
- A letter from the compliance auditor indicating that the CPS is in compliance with the *X.509 Certificate Policy for the Common Policy Framework*



- A copy of the *CPS Evaluation Matrix for Evaluation Against the Requirements for the Common Policy Framework* that has been completed by the compliance auditor
- The credentials of the compliance auditor

The following information does not need to be included as part of the initial application package, but must be submitted before a review of the application can be completed:

- A letter from the compliance auditor indicating that the vendor CA is operated in compliance with the CPS

3. Information on Technical Configuration

The initial application package must include:

- A narrative description of the components for the proposed system, which may include an architectural diagram. This description should fully explain the division of responsibilities between the Shared Service Provider and the contracting agency.

The following information does not need to be included as part of the initial application package, but must be submitted before a review of the application can be completed:

- An initial System Certification and Accreditation package for review and approval by the Authorizing Official

4. Attestation

- The application letter must be signed by the applicant's Authorized Official and must include the following attestation:

The above information is true and correct to the best of my knowledge and belief.

Signed: _____
Applicant's Authorized Official
(Print name and title)

Date: _____