

Process for foreigners

Registration of foreigners using a web form and identity verification

Version 1.1

certum.pl

Registration of foreigners using a web form and identity verification

Table of Contents

1.	Registration of foreigners using a web form	3
1.1	Qualified certificate application form	3
1.2	How to fill in the application form for personal certificate	4
1.3	How to fill in the application form for professional certificate	5
2.	Identity verification	7
2.1	Identity confirmation at the Registration Point (RP) or Identity Verification Point (IVP).....	7
2.2	Identity confirmation at the Notary Public	8
2.3	Identity confirmation at the Polish Consulate	8

1. Registration of foreigners using a web form

A person applying for an electronic signature who is not a Polish citizen can produce one of the following proofs of identity:

- passport
- identity card

ID-Card document featuring a machine-readable strip starting with "I<[country code][serial number]" according to following the pattern:

I<POLABA1234568<<<<<<<<<<<<<<<<<<<[...].

The document must also be recorded in the Public Register of Authentic travel and identity Documents Online published by the Council of the European Union at:

<http://www.consilium.europa.eu/prado/PL/searchByIssuingCountry.html>

1.1 Qualified certificate application form

- **Certification type** – please select the type of certificate: personal or professional
 - Personal certificate - a certificate with data of a natural person
 - Professional certificate - certificate with data of a natural person (representing a legal entity) and data of that entity
- **Language of your contract** - please indicate the language in which the contract will be generated (Polish or Polish-English)
- **Citizenship** - please indicate the citizenship of the subscriber
- **Selection of an Account Manager** – please select from the list and enter Partner's code (e.g. PP/123/0000) – if applicable
- **Effective date of certification**
 - Effective date of qualified certificate undefined – certificate will be valid from the date of issuance
 - Qualified certificate effective from the date indicated by the Subscriber – please indicate the date from which the certificate should be valid, up to a maximum of 90 days from the date of filling in the application form.

***Note:** Please note the correct **Citizenship** and **Country Code** which by default is PL and should be changed. The full list of codes is available at:*

http://www.iso.org/iso/english_country_names_and_code_elements

1.2 How to fill in the application form for personal certificate

a) Applicant's data

- **First and last name, date and place of birth** should be entered in accordance with the subscriber's identity document.
- If the subscriber does not have a **PESEL number**, please enter "-" in the appropriate field - do not mark this field as visible in the certificate. This field is marked by default and should be unmarked.
- If the subscriber does not have a **Tax identification number**, this field may be left blank - do not mark this field as visible in the certificate.
- If **PESEL number** and **Tax identification number** fields will be left blank or there will be an "-" entry, the subscriber's identity document should be placed in the certificate's data. The document that can be placed in the data for the certificate is a passport or identity card.

***Note:** The residence card can only be used to confirm the PESEL number. Confirmation of identity can only take place on the basis of a valid **identity card** or **passport**.*

***Note:** If the identity of a foreigner is confirmed on the basis of a passport or identity card from another country, and the foreigner has a PESEL number which will be included in the data for the certificate, please add a note on the identity confirmation (**entering the relevant data from the document**):*

- *“PESEL number confirmed on the basis of the residence card, number and series, issued by - the issuing authority.”*

or

- *“PESEL number confirmed on the basis of the document confirming the assignment of the PESEL number, type of document, date of decision, issuing authority”*

b) Applicant's ID document

- In the **Document type** field, one of two options should be chosen: passport or identity card.
- In the **Serial number** field, please enter the serial number of the foreigner's identity document/passport.
- The **Issuing authority** field should indicate the authority that issued the foreigner's document.
- In the **Expiration date** field, please enter the period of validity of the document. Enter the date according to the information provided on the document.

***Note:** If an incorrect date is given on the application, there is no possibility of a manual correction, it is necessary to fill in a new application form.*

c) Applicant's contact data

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

d) Common Name

- Applicant's identification name, acceptable field values are - "first and last name" or "first, middle and last name"

e) Postal Address

- The **Addressee's name, street, building number, postal code** and **city** are entered according to the customer's statement.
- **Province** (if the postal address is outside of Poland), the territorial division of the foreigner's country should be taken into account and the name of the area (e.g. land) should be entered in which the client lives.
- The **Country code** should be changed if the parcel is to be delivered outside Poland

1.3 How to fill in the application form for professional certificate

a) Applicant's data

- **First and last name, date** and **place of birth** should be entered in accordance with the subscriber's identity document.
- If the subscriber does not have a **PESEL number**, please enter "-" in the appropriate field - do not mark this field as visible in the certificate. This field is marked by default and should be unmarked.
- If the subscriber does not have a **Tax identification number**, this field may be left blank - do not mark this field as visible in the certificate.
- If **PESEL number** and **Tax identification number** fields will be left blank or there will be an "-" entry, the subscriber's identity document should be placed in the certificate's data. The document that can be placed in the data for the certificate is a passport or identity card.

***Note:** The residence card can only be used to confirm the PESEL number. Confirmation of identity can only take place on the basis of a valid **identity card** or **passport**.*

***Note:** If the identity of a foreigner is confirmed on the basis of a passport or identity card from another country, and the foreigner has a PESEL number which will be included in the data for the certificate, please add a note on the identity confirmation (**entering the relevant data from the document**):*

- *“PESEL number confirmed on the basis of the residence card, number and series, issued by - the issuing authority.”*

or

- *“PESEL number confirmed on the basis of the document confirming the assignment of the PESEL number, type of document, date of decision, issuing authority”*

b) Applicant's ID document

- In the **Document type** field, one of two options should be chosen: passport or identity card.
- In the **Serial number** field, please enter the serial number of the foreigner's identity document/passport.
- The **Issuing authority** field should indicate the authority that issued the foreigner's document.

- In the **Expiration date** field, please enter the period of validity of the document. Enter the date according to the information provided on the document.

Note: If an incorrect date is given on the application, there is no possibility of a manual correction, it is necessary to fill in a new application form.

c) Applicant's contact data

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

d) Data of the legal entity - company's, organization's data

- **VAT identification number, National Trade Register, REGON number** fields – please enter the number of the entity on behalf of which the subscriber will be acting (Polish or foreign). **VAT identification number** field is mandatory, **National Trade Register** and **REGON numbers** are not. At least one of these fields should be placed in the certificate data (you can select more than one field, the selected fields will be included in the certificate data).
- **Full name** field – the name of subscriber's company/organization must be consistent with the additional documents provided by the subscriber. If the name contains special characters, please enter them in the application form.
- **Abbreviated name** field should be filled according to the subscriber's recommendations.
- **Organizational unit name** field should be filled according to the subscriber's recommendations.
- **Registering authority data** field must indicate the name of the body that registered the company/organization.
- **Person(s) authorized to represent a given entity** must be person(s) indicated in the documents referred to above.

e) Applicant's position in the represented entity

- **Position** - you can, but you do not need to fill. It depends on the will of the client. However, if the position is entered and marked as visible in the certificate, such information must be documented.

f) Contact data of the represented entity

- The **e-mail address** and **telephone number** should be supplemented with a correct area code to the applicant's country

g) Common Name

- The standard field value is – “first and last name; company name” or “first, middle and last name; company name”. Field can be modified if the customer expresses this desire. It is important that common name includes first and last name of the foreigner.

h) Head office of the entity

These data will be included in the certificate data, they are supplemented in accordance with the current registration document.

- **Postal code, City, Street, Building number** should be indicated in accordance with the current registration document.
- **Province** - (if the address is outside of Poland), please take into account the territorial division of the country and enter the name of the area in which the company/organization's headquarters are located.
- The **Country** should be changed if the headquarters of the organization is outside of Poland.

i) **Postal address**

- **Head office of the entity** - data will be collected from the fields entered in the **Head office of the entity**.
- **Other address** – please fill:
 - The **Addressee's name**, street, building number, postal code and city are entered according to the customer's statement.
 - **Province** (if the postal address is outside of Poland), the territorial division of the foreigner's country should be taken into account and the name of the area (e.g. land) should be entered in which the client lives.
 - The **Country** code should be changed if the parcel is to be delivered outside Poland.

2. Identity verification

2.1 Identity confirmation at the Registration Point (RP) or Identity Verification Point (IVP)

The identity of a foreigner is verified based on a valid Passport or Identity Card.

After verifying that the Confirmation has been submitted by the person who would like have their identify confirmed and ensuring that the Appendix, Agreement and Confirmation numbers are the same, identity verification can be performed.

Fill in the Confirmation with the following:

- **Full name of person verifying the identity** - full name of the Registration Point (RP)/Identity Verification Point (IVP) Operator
- **PESEL number of person verifying the identity** - PESEL number of the RP/IVP Operator
- **Names and surname of the Subscriber** – full name of the Subscriber based on the proof of identity produced.
- **PESEL number of the Subscriber**
- **Date of birth of the Subscriber** – please enter the customer's date of birth in accordance with the presented identity document
- **Place of birth of the Subscriber** - please enter the customer's place of birth in accordance with the presented identity document
- **Type of the Subscriber's identity document** – Passport / Identity Card

- **Serial number of the Subscriber's identity document** – series and number of the Passport / Identity Card
- **Expiration date (DD-MM-YYYY) of the Subscriber's identity document** - the period of validity of the document on the basis of which the identity is confirmed
- **Issuing authority of the Subscriber's identity document** – Passport / Identity Card issuing authority
- **Place and date (DD-MM-YYYY)** - RP/IVP Operator completes when filling out the document
- **Stamp and clear signature of person verifying the identity** – Signature of the RP/IVP Operator with the stamp “On behalf of the President of the Management Board of Asseco Data Systems S.A.”

2.2 Identity confirmation at the Notary Public

The identity can also be confirmed by a Notary Public.

Notary may:

- fill the form “**Confirmation of the applicant’s identity**” attached to “**Subscriber Agreement**” and “**Annex No. 1**”

or

- confirm that Subscriber signed up the “**Subscriber Agreement**” or “**Annex No. 1**”. Notarial confirmation and “**Subscriber Agreement**” or “**Annex No. 1**” must be fastened together.

If notarial identity confirmation isn’t prepared on the form “**Confirmation of the applicant’s identity**” and, moreover, it is in a language other than Polish or English, it is necessary to attach a translation into Polish or English, prepared by a sworn translator.

Lists of notary societies and chambers (examples):

- **National Council of Notaries:** <http://www.krn.org.pl/1259/Adresy+samorz%C4%85d%C3%B3w+i+organizacji+notarialnych>
- **International Union of Notaries:** <http://www.uinl.org/6/member-notariats-country>
- **European Directory of Notaries:** <http://www.notaries-directory.eu/>

2.3 Identity confirmation at the Polish Consulate

The identity can also be confirmed at the Polish Consulate on the same terms as at the Notary Public. Confirmation is carried out by the Consul.

Below is a list of Polish diplomatic missions abroad:

https://www.msz.gov.pl/pl/informacje_konsularne/polskie_placowki/