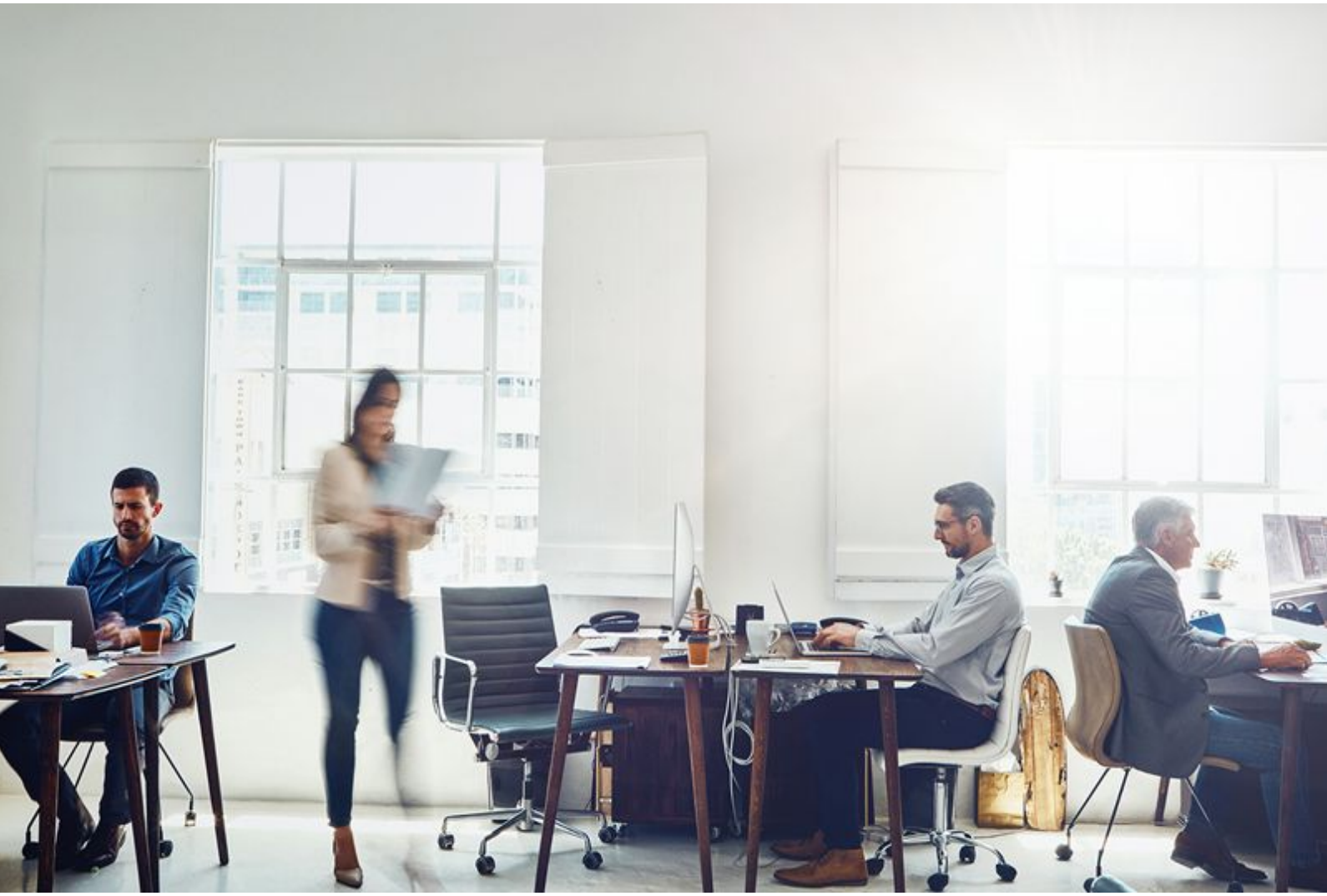
Certification Policy

Website Authentication Certificates

Version: 181221

Classification: Public



BARCELONA
EDIF. ESADECREAPOLIS
AV. TORRE BLANCA, 57 - LOCAL M2
08173 SANT CUGAT DEL VALLÈS
+34 934 774 245

MADRID
VELÁZQUEZ 59, 1º CTRO.-IZDA.
28001 MADRID
+34 915 762 181

WWW.FIRMAPROFESIONAL.COM

Version history

Version	Section and changes	Date of publication
181221	Preparation of a new policy for website authentication certificates, integrated with previous electronic office certification and secure server SSL policies, which may be consulted at http://www.firmaprofesional.com/cps In addition to the integration of these policies, the following modifications have been made: ● Section 2.2 Register Authority (RA) has been further explained ● SerialNumber field has been marked as optional, on the basis that OrganizationIdentifier field contains the same information. ● Procedures for domain and organization verification have been updated. ● CAA treatment has been specified. ● Clarification of requirements for high-level Electronic Office certificate key generation.	21/12/2018

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1. Introduction

1.1. General Description

Website authentication certificates are issued to organizations for use with their web servers, in order to guarantee to a person visiting a site that there is an authentic and legitimate entity supporting the existence of that resource. As established in Whereas 67 of Regulation EU 910/2014 of the European Parliament and of the Council of 23 July 2014 regarding electronic identification and trust services for electronic transactions in the internal market, these certificates contribute towards the creation of trust and faith in the performance of mercantile and administrative online operations, since users will trust a website that has been authenticated.

Currently, Firmaprofesional issues three types of Website Authentication Certificates.

- **Electronic Office Certificates**
    - Issued to Public Administration Bodies, in accordance with provisions contained within article 38 of Law 40/2015 1st of October of Public Sector Legal Regime.
    - Regarded as qualified certificates due to the fact that they comply with the established requirement of annex IV of Regulation EU 910/2014.
    - Adhere to the definitions of high and middle assurance levels and certificate profiles established in point 8 of the document "Perfiles de Certificados electrónicos" from Subdirección General de Información, Documentación y Publicaciones of Ministerio de Hacienda y Administraciones Públicas.
- **Organization Validation SSL Certificates (OV)**:
    - Guarantee that a certain domain has been registered under the name of the organisation identified in the certificate, and that communication between the client's browser and website server is confidential via the use of SSL protocol.
    - Adapt to CA/Browser Forum requirements established in document "*Baseline Requirements for the Issuance and Management of Publicly Trusted Certificates*" version in force at the time of publication of this policy.

- **SSL Extended Validation Certificates (EV)**:
    - Certificates issued to website servers in accordance with specific criteria of the organisation identity certification.
    - An SSL EV certificate allows browsers that connect to this service, to show an additional level of security.
    - Adapt to CA/Browser Forum requirements established in document "*Baseline Requirements for the Issuance and Management of Publicly Trusted Certificates*" version in force at the time of publication of this policy.
    - These certificates are qualified due to the fact that they comply with requirements established in annex IV of Regulation EU 910/2014.

Further particular conditions referring to these certificates are explained within this document. This Certification Policy (hereafter "CP") is subject to compliance with the Certification Practices Statement (hereafter "CPS") of Firmaprofesional, incorporated herein by reference.

In case of any incompatibility between this document and the requirements published by the CA/Browser Forum, those requirements will have priority over this document.

1.2. Identification of the Document

Name:	Certification Policy for Website Authentication Certificates
Version:	181221
Description:	Certification Policy for Website Authentication Certificates
Date of issue:	21/12/2018
OIDs	1.3.6.1.4.1.13177.10.1.20.1 Electronic Office High-Level 1.3.6.1.4.1.13177.10.1.20.2 Electronic Office Medium-Level 1.3.6.1.4.1.13177.10.1.3.1 SSL OV 1.3.6.1.4.1.13177.10.1.3.10 SSL EV / Qualified
Location:	http://www.firmaprofesional.com/cps

This Certification Policy gathers together the following Policies, which are revoked with the publication of this Policy:

- Certification Policy of Electronic Office Certificates (Version 171121). This Policy may be consulted at https://www.firmaprofesional.com/cps, in section "Previous Certification Policies and Practices".
- Certification Policy of Secure Web Servers (Version 180719). This Policy may be consulted at https://www.firmaprofesional.com/cps, in section "Previous Certification Policies and Practices".

1.3. Definitions and acronyms

Refer to the corresponding section in the Certification Practices Statement of Firmaprofesional (http://www.firmaprofesional.com/cps).

2. Participating Entities

2.1. Certification Authorities (CA)

From the date of publication of this Policy, all Website Authentication Certificates are issued by the Subordinate CA "AC Firmaprofesional - INFRAESTRUCTURA".

2.2. Register Authority (RA)

Management of certificate applications will be performed by Firmaprofesional or by an authorised intermediary.

Management of issuances will be performed solely by by Firmaprofesional.

2.3. Applicant

Physical or legal person that requests a certificate.

In general, applications for these certificates made under the name of an organisation will be performed by the person that appears as "Administrative Contact" in the official domain register.

In the case of Electronic Office certificates, these will be requested by administrators, legal representatives and Public Corporation volunteers, empowered to this effect.

2.3.1. Intervening Roles

As stipulated within the current in force version of document "*Guidelines For The Issuance And Management Of Extended Validation Certificates*", issued by CA/Browser Forum, certain roles are established to be executed by distinct persons related to an SSL EV Certificate applicant.

These roles are defined as the following:

1. **Certificates petitionary:**

   An SSL EV Certificate application must be performed by a petitionary authorised by the applicant. The petitionary may be the applicant itself (in cases where this may be a physical person), an employee of the applicant, an agent authorised by the applicant to represent of behalf of, or an employee of a third party (for example, an ISP or a website hosting company). The petitionary will comply with the following function:

   a. Complete and send certification request.

2. **Certificate approver**:

   An SSL EV certificate application must be approved by a person (or persons) authorised by the applicant to do so. An approver may be the applicant itself (in cases where this may be a physical person), an employee of the applicant, an agent authorised by the applicant to represent on behalf of. The approver may accomplish the following functions:

   a. Act as a petitionary, completing and sending certificate applications.
   b. Authorise other employees or third parties to act as petitionaries.
   c. Approve certificate requests sent by petitionaries.

3. **The signatory of the subscriber contract**:

   In order to request an SSL EV certificate, a subscriber contract must be signed by an

authorised signatory. A contract signatory will be a physical person that may be may be the applicant itself, an employee of the applicant, or an agent authorised by the applicant to represent on behalf of, and that has the authority to sign the subscriber contract on behalf of the applicant. The signatory accomplishes the following function:

a. Sign the subscriber contract.

4. **The applicant representative**:

In cases where the CA and the subscriber are affiliated companies, the terms of use regarding to SSL EV certificates application must be acknowledged and accepted by an applicant authorised representative. This will be a physical person that may be the applicant itself or an agent authorised by the applicant to represent on behalf of, and will have the authority to confirm acknowledgement and acceptance of the terms of use on behalf of the applicant.

2.4. Subscriber

The subscriber of the website authentication certificate will be the Organisation that appears as "Registrant" within the domain official register, or the Administration, Body or Public Law Entity identified in the certificate.

2.5. Third party trusting certificates

These certificates are recognised by Microsoft for all their applications, including Internet Explorer, by Mozilla Foundation, including Firefox, and by Apple, including Safari. Platform @firma, being the validation and electronic signature platform of the Spanish Government, accepts and validates Electronic Office certificates (medium and high-level) and SSL OV certificates.

Third parties trusting these certificates must acknowledge their usage limitations, both quantitative and qualitative, contained within the CPS and this CP.

3. Certificates features

3.1. Certificates validity period

Validity period will be indicated within the certificate, up until a maximum of:

- Electronic Office Certificates: validity period of 3 years maximum.
- SSL Organization Validation Certificates (OV): validity period of 2 years maximum.
- SSL Extended Validation Certificates (EV): validity period of 3 years maximum.

3.2. Extended Validation Certificates (EV)

SSL EV Web Server Certificates allow browsers that connect to this service to demonstrate an additional level of security than SSL OV Web Server Certificates.

For this purpose, these certificates are issued in accordance with a specific and rigorous verification criteria towards the organisation identified in the certificate. These criteria require a thorough verification of the applicant organisation identity and of the the person that submits the application. Almost all of these requirements are covered via electronic signature of an SSL EV Web Server Certificate application, performed with a Corporate Certificate for Legal Representative issued by Firmaprofesional.

3.3. Multi-domain certificates

Multi-domain Web Server Certificates allow the validation of distinct, same-domain URLs with the same certificate.

This functionality will be achieved using "Wildcard Characters" for URLs as described within the standard RFC 2818 "HTTP Over TLS".

According to this standard, the character "asterisk" is allowed to be used as a wildcard in a URL. Thus, a certificate with URL "*.domain.com" will be able to be used for any subdomain, like "subdomain1.domain.com", "subdomain2.domain.com", "www.domain.com", etc…

The use of "Wildcards" in SSL Web Server Certificates is supported by all major internet browsers and becomes a very useful tool in cases where there are many subdomains of the same Internet domain and it is necessary to use a unique certificate for all of them.

It is solely permitted to issue multi-domain certificates for SSL OV Web Server Certificates.

SSL EV Web Server Certificates and Electronic Office Certificates cannot be multi-domain certificates.

3.4. Domain names

Issuance of certificates for IP addresses or internal Domain Names (private or reserved) is not allowed.

The use of Internationalised domain names (IDN) is not allowed according to this CP. This measure prevents spoofing homograph attacks.

3.5. Certificate use cases

3.5.1. Appropriate use of certificates

Web Server Authentication Certificates may be used for authenticating the identity of a server or an Electronic Office via SSL (or TLS) protocol, and for establishing directly afterwards a secure transmission channel between the server or the Office and the service user.

3.5.2. Non-authorised uses of the certificates

Uses other than those established in this Policy and the Certification Practices Statement are not allowed.

Using this type of certificate for electronic signature of documents is not allowed. Firmaprofesional has other certificate policies appropriate for that purpose.

Uses other than those established in Law 40/2015 of 1st October, of Legal Regime of Public Sector for Electronic Office certificates, are not allowed.

3.5.3. Notification of non-authorised uses, complaints and suggestions

In cases of detection of a non-authorised use of the certificates or having any complaint or suggestion, these must be send to Firmaprofesional via e-mail to the address soporte@firmaprofesional.com, indicating in the subject whether a "Non-Authorised Use", a "Complaint" or a "Suggestion", and providing in writing and with attached documents the relevant information for Firmaprofesional to be able to validate the veracity of the claim.

3.6. Rates

Firmaprofesional is able to establish appropriate rates to subscribers under its criteria, as well as payment methods for each case. For further details about rates and payment conditions of this type of certificates, the Commercial Department of Firmaprofesional should be consulted with.

4. Operational procedures

4.1. Certificate issuance process

Obtention of a certificate must be according to the following steps:

4.1.1. Application

Application process differs between Electronic Office Certificates, SSL OV Certificates and SSL EV Certificates. Details as follows:

4.1.1.1. Application for Electronic Office Certificates

Reference to the Official Journal where the order of that Electronic Office creation appears, must be presented. The order must contain:

- Identification of the Official Journal, article and date of publication
- Electronic Office name
- Electronic Office URL

- Electronic Office holder

Certificate application must be performed by a representative of the Electronic Office holder, duly accredited and authorised for this purpose.

4.1.1.2. Application for OV Certificates

In order to apply for a SSL OV Web Server Certificate, the organisation must be the owner of the domain.

The applicant may perform the application via the following electronic media:

- Firmaprofesional Website.
- E-mail.
- Completing and returning an application form provided by Firmaprofesional.

Firmaprofesional will receive the application and start the verification process.

4.1.1.3. Application for EV Certificates

Obtention of this certificate must follow the following steps:

1. **Signature of the subscriber contract and the authorisation letter:**

   An applicant legal representative must sign a subscriber contract and an authorisation letter. The representative must be empowered to apply for this type of certificate on behalf of the organisation.

   In addition, the representative will sign a letter authorising a person (or persons) to execute the role of certificate approver. By means of this role, authorised persons may apply and approve certificate issuance. This letter must include the signature of the authorised persons in addition to the signature of the legal representative. Once this step has been completed, certificates may be requested.

Signature of both documents may be performed in two ways.

a. Handwritten. In this case, the applicant must send a signed and scanned copy of the contract via e-mail. Firmaprofesional will verify that the contract has been signed by the representative via phone call.
b. Electronically with a qualified certificate of legal person. In this case, no further verification would be required.

2. **Application of certificates:**

Performed via a PDF form sent from the e-mail address of one of the certificate approvers. Requesting the issuance implies also approving the certificate issuance on the part of one of the persons referred to in section 2.3.1.

For the application process of Firmaprofesional SSL EV certificates it is necessary to use at least two of these profiles.

4.1.2. Acceptance of the application

The acceptance process differs between Electronic Office certificates, SSL OV and SSL EV. Details are as follows:

4.1.2.1. Acceptance of application for Electronic Office Certificates

Each Register Authority of Firmaprofesional will have accredited persons able to act as RA Operator towards Firmaprofesional. These RA Operators will have been authorised by the RA to perform this function and will have been previously instructed in certificate issuance operation. Each RA Operator will have their own Digital Certificate in SCQD (Signature Creation Qualified Device) which will allow them to manage the user application of certificates.

The RA Operator will verify the order of Electronic Office creation as well as the identity of the applicant and their capacity of representation on behalf of the holder.

Where high-level is being applied for, evidence must be provided to prove that the keys generation and custody have been performed in a cryptographic hardware device.

4.1.2.2. Acceptance of application for OV Certificates

Verification process is performed according to stipulations in the current in force version of the document "Baseline Requirements for the Issuance and Management of Publicly-Trusted Certificates", issued by CA/Browser Forum.

4.1.2.2.1. Verification of the applicant identity

Certificate information will be verified as follows:

1. **In cases where the applicant is an organisation (legal person)**: organisation existence, name, address and country are verified following these steps:

    a. Consultation with official register depending on the type of the organisation. For example, for companies, the consultation will be with the trade register. In cases of public entities, the consultation will be with a public entities register.
    A certificate issued by an official register 825 days before the issuance of the certificate is also accepted.

    b. Consultation with a third party database periodically updated and considered a reliable data source. Such a source is understood to be a database used for verifying information about organisations identity, recognised among commercial companies and public administrations as a reliable source and created by a third party different than the applicant.
    A document or report issued by a reliable source is also valid, like for example,

einforma, DUN & BRADSTREET or Legal Entity Identifier (LEI).

c. A declaration written by a public server, a public notary or a legal firm. A model of a text for the declaration can be found within annex X.

If the applicant wants to incorporate the information of a **registered brand or commercial name** in the certificate, then it is necessary to verify that the applicant has the right to use the brand or the name via one of the following means:

a. Certificate issued by a governmental entity or consultation with an official register, proving that the applicant has the right to use the brand or the name that will appear in the certificate. In Spain, for example, a search will be performed on the Spanish Patent and Trademark Office Website. It would also be valid If the applicant is able to provide a certificate of this entity.

b. Consultation with a third party database periodically updated and considered a reliable data source. Such a data source is understood to be a database used for verifying that an organisation has the right to use a brand or a commercial name, and which is recognised among commercial companies and public administrations as a reliable source created by a third party different than the applicant.
A document or report issued by a reliable source will also be considered valid.

c. A declaration written by a public servant, a public notary or a legal firm, together with documentation accrediting the applicant with having the right to use the brand or the commercial name. A model of a text for the declaration can be found within annex X.

2. **In cases where the applicant is a physical person:** their name, address and country are verified using one of the following means:

a. DNI, Passport or driving license copy containing a photograph of the face of the applicant. Via this means the name and the address of the applicant will be verified.

b. If the location requested to be included in the certificate is not the same as appearing in the submitted DNI, passport or driving license, the applicant may provide an amenity bill (e.g. water or electricity) or a bank statement confirming the applicant is associated to the location requested to be included in the certificate.

4.1.2.2.2. Domain name control verification

Prior to the SSL Certificate issuance, Firmaprofesional will verify that the applicant has control over the domain, using at least one of the following methods:

1. A unique and random code is sent to the applicant via e-mail, fax, SMS or ordinary mail. Any person within the organisation may reply via any of these media, indicating the random code. The most common case being via e-mail reply.
   In order to send the random code, Firmaprofesional will use the e-mail address, fax number, phone number or postal address that appears in the result of the search performed in the Whois service.

2. Phone call to the domain name administrative or technical contact identified via consultation with the corresponding Whois service. The fact that the applicant has requested a certificate for the domain name is confirmed in this phone call, which is recorded and stored by Firmaprofesional.

3. E-mail sent to one or more of the following addresses: "admin", "administrator", "webmaster", "hostmaster" o "postmaster", followed by the symbol "@" and the name of the domain. This e-mail includes a random and unique code. Any person

from the applicant organisation replying this e-mail must indicate the random code.

4. The applicant makes a change in the domain DNS register for which requests an SSL certificate. Firmaprofesional indicates a random and unique code. The applicant must add the random code in a field named CNAME, TXT or CAA in their DNS register. Once the change is made by the applicant, Firmaprofesional verifies it.

5. A consultation with domain DNS lookup is performed and the IP address needs to be extracted from the field A or field AAAA. Afterwards, it is verified that the applicant has that obtained IP address assigned, searching on Internet Assigned Numbers Authority (IANA) or on Regional Internet Registry (RIPE, APNIC, ARIN, AfriNIC, LACNIC).

4.1.2.3. Acceptance of application for EV Certificates

Verification requirements for Firmaprofesional SSL EV Web Server Certificates issuance are as follows:

4.1.2.3.1. Verification of the applicant legal existence and identity

Type of entity	**Aspects to verify**	**Verification methods - one of the following options**	**Evidence**
Private organisation (non-governmental entities whose creation was via an incorporation act in a legal register)	- Legal existence - Name of the organisation - Register number or CIF - Official Register	1) Online consultation with: - Trade Register. - National Chamber of Commerce. - Or Legal Entity Identifier (LEI). 2) Certificate or document issued two years before the SSL Certificate issuance, by the Trade Register or equivalent, LEI or Chamber Commerce two years before the SSL Certificate issuance	Copy of the consultation, certificate or document issued.

Public Organisation or Governmental Organisation	- Legal existence - Name of the organisation - Register number or CIF	1) Consultation with the official register 2) Consultation with LEI. 3) Certificate or document issued two years before the SSL Certificate issuance, by the Trade Register or LEI.	Copy of the consultation, certificate or document issued.
Business Entity / Commercial Entity (Any entity that is not a private organisation, public entity or non-commercial entity)	- Legal existence - Name of the organisation - Register number or CIF	1) For Professional Associations: Creation bylaws, their publication in BOE and CIF card, or LEI. 2) For others: Consultation with public official register or LEI. 3) Certificate or document issued two years before the SSL Certificate issuance, by the Trade Register or LEI.	For Associations: - Bylaws copy -BOE publication copy - CIF copy - or LEI - Certificate or document issue copy. For others: - Consultation copy. -or LEI. - Certificate or document issued.
	- Representative	Affidavit from a HR responsible, manager of legal area or general secretary, confirming the identity of the representative and that their powers are currently in force.	Affidavit copy.
Non-Commercial Entities (International Organisation)	- Legal existence - Name of the organisation - Register number or CIF	1) Constitution document. 2) LEI.	-Constitution copy. - or LEI.
Registered brands or commercial names (if an entity wants the SSL EV Certificate to include its commercial name or registered brand)	- The applicant has registered the commercial name or the brand.. - Registered brand or commercial name validity use.	1) Online Consultation with national official register. 2) Online consultation with international official register. 3) Certificate or document issued two years before the SSL Certificate issuance, by the Trade Register or LEI.	Copy of the consultation, certificate or document issued.

4.1.2.3.2. Verification of the geographic location where the applicant develops their business

Type of entity	Aspects to verify	Verification methods - one of the following options	Evidence
For all types of organisations	- Geographic location where the applicant develops their business.	1) If the geographic location of the applicant appears in one of the methods mentioned in section "Verification of the applicant legal existence and identity", then no additional verifications are needed. 2) Consultation with a reliable database. For example einforma, DUN & BRADSTREET or Legal Entity Identifier (LEI). 3) Notarial deed that certifies the geographic location.	Evidences mentioned in section a), reliable database consultation copy or notarial deed copy.

4.1.2.3.3. Verification of the applicant operational existence

Type of entity	Aspects to verify	Verification methods - one of the following options	Evidence
For all types of organisation	- Operational existence of the organisation	All methods described in sections a) and b), verify that the organisation has an active status. If this was not possible, it would be necessary an online consultation with a reliable database like einforma, DUN & BRADSTREET or Legal Entity Identifier (LEI)	Evidences contained in section a), copy of consultation with the reliable database.

4.1.2.3.4. Domain name control verification

Prior to the SSL Certificate issuance, Firmaprofesional will verify that the applicant has control over the domain, using at least one of the following methods:

1. A unique and random code is sent to the applicant via e-mail, fax, SMS or ordinary mail. Any person within the organisation may reply via any of these media, indicating the random code. The most common case being via e-mail reply.
   In order to send the random code, Firmaprofesional will use the e-mail address, fax number, phone number or postal address that appears in the result of the search performed in the Whois service.

2. Phone call to the domain name administrative or technical contact identified via consultation with the corresponding Whois service. The fact that the applicant has requested a certificate for the domain name is confirmed in this phone call, which is recorded and stored by Firmaprofesional.

3. E-mail sent to one or more of the following addresses: "admin", "administrator", "webmaster", "hostmaster" o "postmaster", followed by the symbol "@" and the name of the domain. This e-mail includes a random and unique code. Any person from the applicant organisation replying this e-mail must indicate the random code.

4. The applicant makes a change in the domain DNS register for which requests an SSL certificate. Firmaprofesional indicates a random and unique code. The applicant must add the random code in a field named CNAME, TXT or CAA in their DNS register. Once the change is made by the applicant, Firmaprofesional verifies it.

5. A consultation with domain DNS lookup is performed and the IP address needs to be extracted from the field A or field AAAA. Afterwards, it is verified that the applicant

has that obtained IP address assigned, searching on Internet Assigned Numbers Authority (IANA) or on Regional Internet Registry (RIPE, APNIC, ARIN, AfriNIC, LACNIC).

4.1.2.3.5. Verification of name, position and authority of the subscriber contract signatory and the certificate approver

The applicant must sign a subscriber contract and send an scanned copy to Firmaprofesional. The contract establishes that the applicant may request SSL EV Certificates from Firmaprofesional for domains under their control and that they are empowered to use.

The contract must be signed by a person who acts as the subscriber contract signatory according to roles definition included in section 4.1.1.3.1 of this Policy.

Includes an affidavit, where is recognised that the signatory is authorised to act on behalf of the applicant for requesting an SSL EV Certificate to Firmaprofesional, and to use and secure the issued certificate. Thus, the empowerment of the subscriber contract signatory is verified.

The contact and affidavit shall be accompanied by an authorisation letter, whereby the applicant authorises other persons to execute the roles described in section 4.1.1.3.1 of this Policy. This letter must include the signatures of each authorised persons, aside from the signature of the subscriber contract signatory. Thus, the name, position, office and the approver authority are verified.

4.1.2.3.6. Verification of the subscriber contract signature

Firmaprofesional uses one of the following methods to verify the subscriber contract signature:

1. Via phone call to the applicant and questionnaire to the subscriber contract signatory. This call will be recorded and stored as evidence.

2. If the contract is signed with a legal representative certificate of the applicant organisation, it is stored as evidence and no additional verifications are needed.

4.1.2.3.7. Verification of the approval for an SSL EV Certificate issuance

In order to issue an SSL EV Certificate, the authorised certificate approver, via authorisation letter (containing their e-mail address) must send the certificate application from their e-mail. By this means, the approver would be already authorising the certificate issuance.

4.1.3. Keys generation

Signature keys will be generated within the applicant systems using their own compatible applications with the PKI standards. Generally, server applications that may be configured with SSL protocol, like IIS of Microsoft, include tools for generating keys and certificate requests.

Keys must be RSA with a minimum length of 2.048 bits.

4.1.4. Processing

In Electronic Office Certificate cases, the RA Operator will validate the veracity and accuracy of the applicant and electronic office data, as well as that the applicant has the private key associated to the public key included in the certificate application. The RA Operator will generate the application in an standard format and will send it to Firmaprofesional.

In order to process **SSL OV and SSL EV certificates**, the applicant will deliver to Firmaprofesional, directly or via authorised intermediary, a certificate application in PKCS#10 format.

Firmaprofesional will perform the technical validation of the PKCS#10 request and contained data.

4.1.5. Certificate issuance

Previous to Electronic Office Certificates issuance, the RA Operator will generate the certificate request in a standard format and will send it to Firmaprofesional.

Firmaprofesional will validate the integrity of the applications and that it has been generated by a RA Operator duly authorised. After this validation, the certificate will be issued.

In cases where Firmaprofesional receives a guarantee of the requirements compliance to consider that the certificate has High-level security according to Certificate Profiles document done by the Spain Government, the certificate will be issued with the corresponding OID.

Previous to SSL OV and SSL EV Certificates issuance, the existence of CAA register for every DNS name of extensions CN and subjectAltName of the certificate. In case that the certificate is issued, the validation will be performed before the CAA register TTL. Firmaprofesional processes tag "issue" and "issuewild". The CAA register that identifies those domains whose issuance is authorised by Firmaprofesional is "firmaprofesional.com".

If the application is electronically signed via a Firmaprofesional Corporate Certificate of Legal Representative, a SSL EV Web Server Certificate will be issued; in other cases, a SSL OV Web Server Certificate will be issued.

Additionally, the SSL EV Web Server Certificate issuance requires the approval of two persons: the RA Operator in charge of the application management, and the Administrator of the Technical Department in charge of the certificate issuance.

4.1.6. Delivery

Firmaprofesional will deliver the certificate to the applicant allowing for secure download from the Internet.

Electronic Office Certificates must be formally accepted by the applicant, leaving documented evidence in the hands of the RA.

4.2. Certificate revocation

In accordance with specifications in the Certification Practices Statement (CPS).

4.3. Certificate renewal

Same steps than a new certificate issuance must be followed (4.1 Certificate Issuance Process).

4.4. Procedure for problem notification by the subscriber

If the subscriber of Website authentication certificates detects any problem with the certificate, they will be able to notify such via e-mail to soporte@firmaprofesional.com.

Any e-mail received in this address enters into the Customer Service System of Firmaprofesional.

5. Certificate profiles

In accordance to prescriptions contained in this Certification Policy, the following certificates are issued with their associated OID:

Type of Certificate	**OID**
Electronic Office High-Level	1.3.6.1.4.1.13177.10.1.20.1
Electronic Office Medium-Level	1.3.6.1.4.1.13177.10.1.20.2
SSL OV	1.3.6.1.4.1.13177.10.1.3.1
SSL EV / Qualified	1.3.6.1.4.1.13177.10.1.3.10

Extensions used for every type of certificate issued under this policy, will be published in the document "Certificate Profiles" on the Firmaprofesional website (http://www.firmaprofesional.com/cps).

Firmaprofesional, S.A.

December 2018