

Instructions

Automatic Verification of Applicant's Identity



Automatic Verification of User's Identity

version 1.0

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1. Service description

Automatic identity verification is one of the three methods that Certum provides to Customers to confirm the identity of an Applicant for certificates containing personal information. It allows for quick verification of the authenticity of identity documents and confirmation that the Applicant is their owner. The entire process is performed using a computer or other device with access to a camera, from a maintenance-free interface. During scanning, the document Data are automatically extracted and analyzed as well as compared to the Owner's face. The process is based on comparison of a facial image with a photo extracted from an identity document. The biometric solution ensures that the User is present during the identity confirmation. The entire process is live, in real time, and does not require sending documents, they are only scanned during the process to extract the data needed for verification and then deleted. The entire process takes about 60 seconds.

2. For which certificates is the new method available?

The new method is available for the following certificates:

- The entire family of Certum Code Signing certificates
- Certum ID Business (S/MIME)
- Certum SSL Trusted
- Certum SSL Premium
- Certum Document Signing

3. How to start the automatic identity verification?

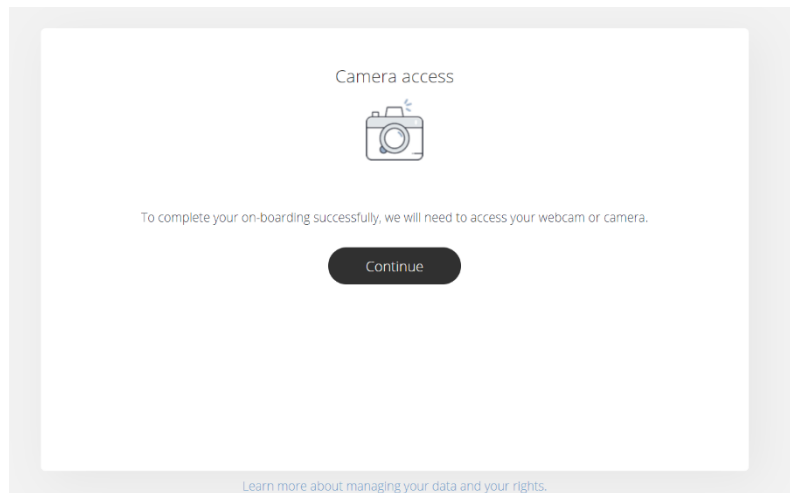
What does the process during certificate activation look like?

- In the certificate activation process, when selecting an identity verification method, select the method: [Automatic identity verification](#)
- After completing the required system verifications, such as domain or email address verification, and in the case of business certificates, confirming the relationship with the organization on behalf of which the certificate is requested, the User receives a unique link to the indicated email address
- After clicking on the link, the User is taken to the Certum screen on which the Automatic Verification process can be started. The User will then receive a link that initiates verification.
- Depending on the device on which the verification is performed, the process is different.

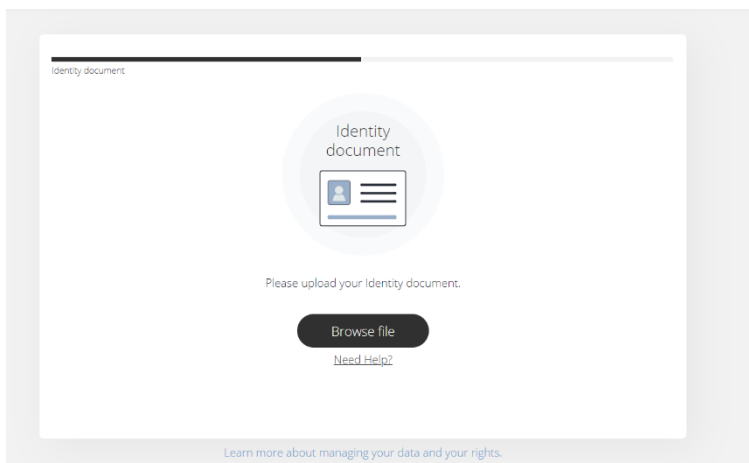
4. Verification using a computer

Step 1 — Document verification

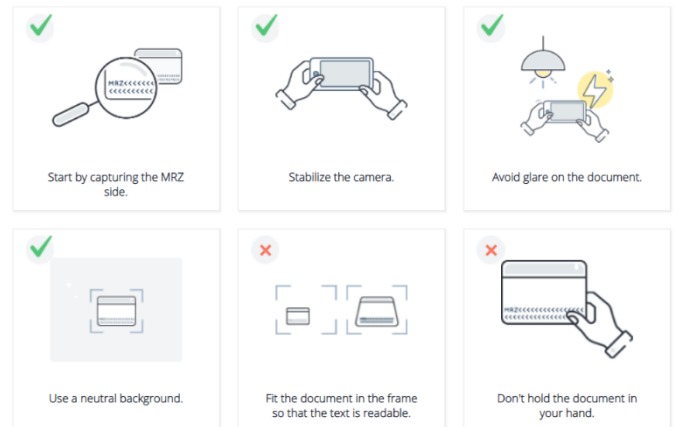
After clicking the link to initiate verification, you will be prompted to turn on your camera, so your identity can be verified. Click "Continue" and proceed to the next step.



You will then be asked to upload a photo of your identification document. The photo provided should be taken according to the guidelines provided during the process.



How to take a good picture of a document.

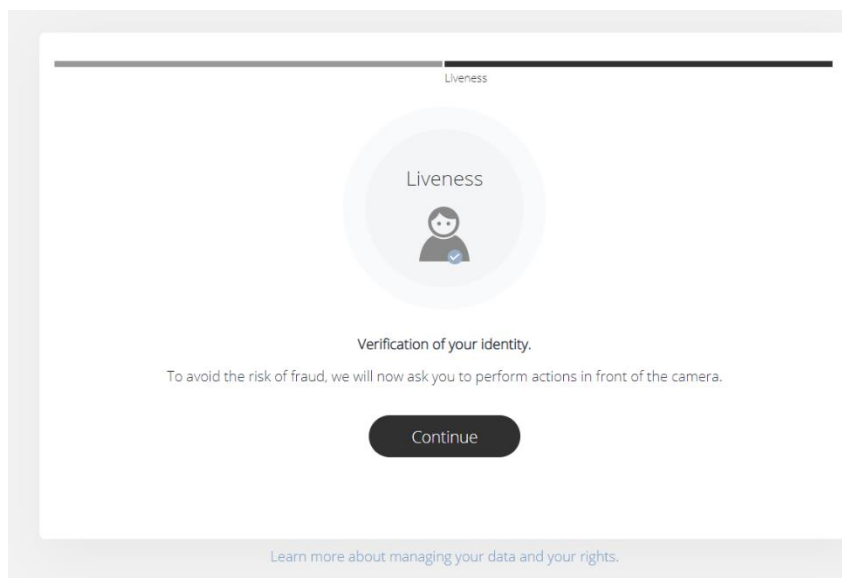


I understand

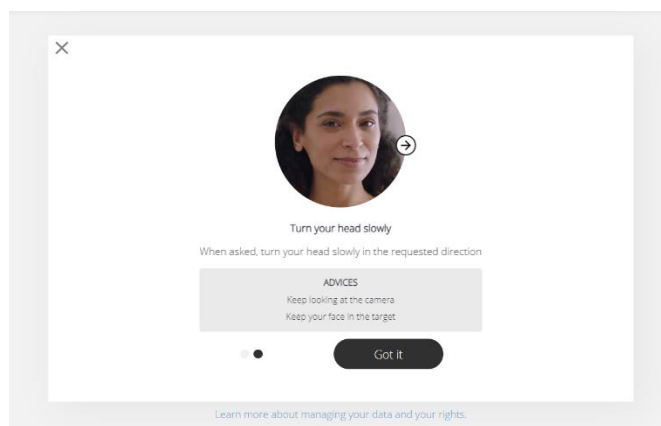
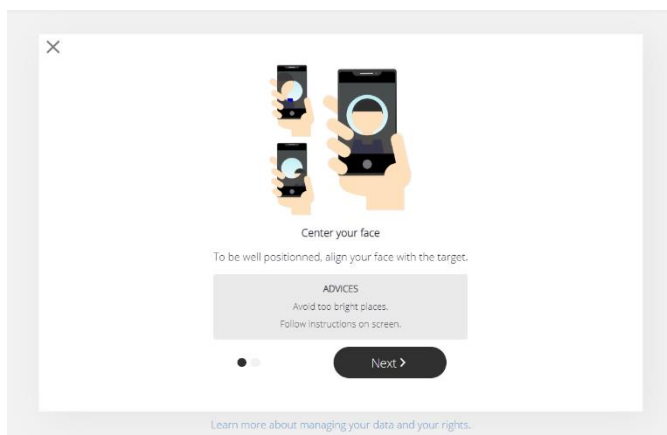
Once the data are submitted, the system will process it for approximately 12 seconds to extract the data from the document. After this process, the document image will be deleted.

Step 2 — Facial comparison

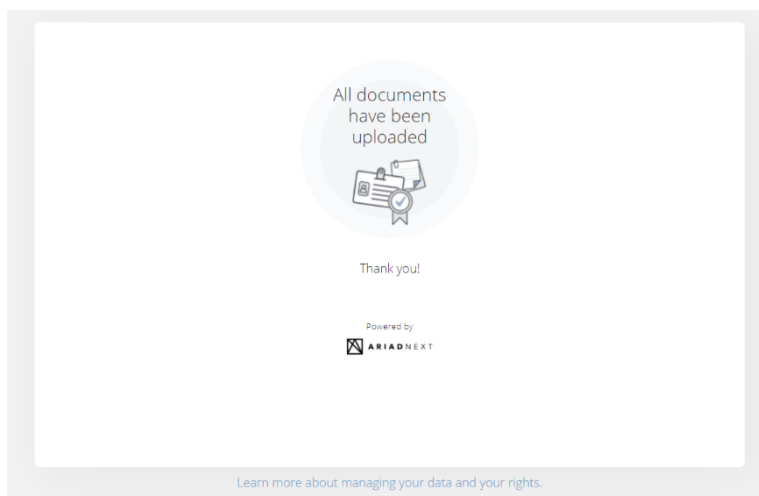
During this step you will be asked to move your face in front of the camera. This biometric solution will ensure that the User is present during the identity confirmation and is the holder of the document.



Performing this step requires you to point your face toward the center of the camera and then move your head toward the right side, looking at the camera the entire time.



After completing this step, a screen indicating that the verification was successful will be displayed. Your certificate will be issued shortly.



5. Mobile phone verification

The verification process is similar, but in step one, the user does not provide a pre-made photo but takes one live during the process.