

Obtaining and taking possession of public hierarchy digital certificate

In order to renew the **Qualified Digital Certificate**, the following documents need to be sent to DigiSign:

- Identity Bulletin/Card copy, compliant with the original, and for foreign citizens, a copy of the **passport** (the documents need to be **valid** upon the procedure initiation date);
- If the qualified digital certificate is to be used to represent the **company's interests (job purposes)**, a **certificate/document issued by the employer company** attesting the certificate applicant's **employee capacity**, as well as the position held (will be included in the certificate) is required. This document will be stamped and signed in original by the company's legal representative (certification template: http://www.digisign.ro/uploads/Adeverinta_EN.doc).
- If the beneficiary **cannot be identified** (cannot come to our headquarters in person) to obtain a digital certificate, a **notarized statement** (statement template: http://www.digisign.ro/uploads/declaratie_EN.pdf) is required;
- If the application is for the renewal of the previously obtained qualified digital certificate, the cryptographic device (Aladdin eToken) shall also be sent to DigiSign, so that we can install the new certificate on it.
REMARK: If the device is not sent to our company, a new device will be provided, against a fee.
- Invoicing data (invoicing data and payment terms, address and delivery terms). A proforma invoice shall be issued, and the certificate shall be issued and sent to the address you specified based on the document in proof of the payment.

NOTE: overnight courier or post services costs shall be covered by the beneficiary.

OBS: These documents shall be sent to DigiSign in original by post, with receipt acknowledgement, by overnight courier or authorized agent. If any of the aforementioned documents are not sent to DigiSign, the requested digital certificate shall not be issued.

For further information, do not hesitate to [contact us](#).