

**REQUEST FOR A DIGITAL SIGNATURE CONVERSION FORM
ORDRE DES INGÉNIEURS DU QUÉBEC**

This form must be completed by a person who already holds a digital signature* issued by the Quebec Certification Centre (QCC) and who wants to add to it the title of "ingénieur", and whose identity has been confirmed in person by an identity verification agent (IVA). To do so, the following conditions must be fulfilled:

- Meet the requirements for registration on the roll of the *Ordre des ingénieurs du Québec* (OIQ).
- Complete this form.
- Sign and encrypt this form by selecting the recipient **AVI OIQ** using your current digital signature and transmit it as an email attachment to the OIQ at inscription@oiq.qc.ca.
- Keep a photocopy of this completed form for your records.

* Here, the terms "digital signature" and "digital signature certificate" are used to designate encryption and signature keys and certificates. These terms are used for the sole purpose of simplifying the text.

1 – Identification of the Member

Last Name: _____ First Name: _____

Company Name: _____

Address: _____
City Province Postal Code

Telephone: _____ Fax: _____

Work Email: _____

Engineer's Member Number: _____ Temporary Permit Number: _____

Will your digital signature be used to sign plans and specifications? Yes No

If yes, do you hold an engineer seal issued by the OIQ? Yes No

Important: The work email address specified above must be unique to the member (i.e. not generic or shared by others). This is an identification element of your digital certificate. Therefore, Notarius **MUST** be notified of any changes to your email address.

Information contained in your digital signature certificates: Digital signature certificates for engineers **who are a member in good standing of the OIQ** will only contain the following information (using characters without accents): first name, last name, engineer's member number, the title of "ingénieur", and email address.

Digital signature certificates for engineers **holding a temporary permit issued by the OIQ** will include (using characters without accents): first name, last name, temporary permit number, the title of "ingénieur avec permis temporaire", and email address. Certificates will be valid only as long as the temporary permit is.

2 – Conditions for Using the Service

As a holder of a digital signature certificate issued by the Quebec Certification Centre (QCC), I agree to respect the following conditions:

- ▶ Use my digital signature in the practice of my profession.
- ▶ Use my computer equipment securely, i.e. by closing my digital signature session before leaving my workstation.
- ▶ Notify the QCC as quickly as possible if I believe that the confidentiality of my digital signature has been compromised.
- ▶ Notify the QCC and OIQ as soon as possible of any changes to my contact information, particularly of any changes to my email address or professional contact information.
- ▶ Recognize that the software licenses to my digital signature cannot be sold, transferred, distributed, or otherwise assigned without the agreement of Notarius, authorized manager of the QCC.
- ▶ Respect all regulations of the QCC and the OIQ of which I have been expressly informed.
- ▶ Not to disclose to anyone any personal codes enabling the use of my digital signature, including my password, activation codes or verification codes used for identification purposes. **Failure to comply with this regulation may result in the immediate revocation of my digital signature.**
- ▶ Not to affix an image of my engineer seal or of my handwritten signature on an electronic document without first sealing the document with my digital signature.
- ▶ Follow the method for destroying a digital signature as specified by the QCC should my digital signature no longer be used.
- ▶ Not to use my digital signature if the corresponding certificate has been cancelled, suspended, or revoked.

3 – Annual Fees for the Use of a Digital Signature

⇒ **This section should only be completed if there is no specific prior agreement with Notarius Inc.**

The annual fees of \$195 must be paid to maintain the validity of the member's digital signature certificate and access to the telephone support service provided by Notarius from 8:30 a.m. to 5:00 p.m. EST, Monday to Friday.

(For 11 members or more, group rates are available. Please refer to our website or call Notarius Inc. directly.)

4 – Payment Authorization

⇒ **This section should only be completed if there is no specific prior agreement with Notarius Inc.**

I authorize Notarius Inc., authorized manager of the QCC, to charge my credit card the amounts specified in sections 3 and 4 of this agreement for the issue and use of my digital signature:

Visa Master Card

Card Number _____

Expiration Date _____

Cardholder's Signature _____

Date _____

5 – Consent Regarding Personal Information

Transfer of information between the IVA authorized by the OIQ and the QCC

I consent to the IVA authorized by the OIQ sharing the information collected in this form to the QCC for the purposes of issuing and managing my digital signature certificate. I also authorize the IVA to send any notices regarding my professional status to the QCC.

Transfer of information between the QCC and the IVA authorized by the OIQ

I authorize the QCC to send any notices regarding the status of my digital signature certificate (for example, issue, recovery, non-renewal, cancellation, suspension, or revocation) to the IVA authorized by the OIQ.

Holding and use of information by the IVA authorized by the OIQ and the QCC

I consent to the IVA authorized by the OIQ and QCC using the information collected, as well as any information related to my digital signature certificates, for any purposes related to the services provided for its management and that they be kept as long as deemed useful. More specifically, I authorize the QCC to keep a copy of my public decryption key.

Content and publication of the certificate

I authorize the QCC to include in my digital signature certificate the information specified in section 1 of this agreement. I recognize that my certificate is of a public nature and I consent to the QCC making it accessible by publishing it in a directory.

Member's Signature _____

Date

Day	Month	Year

6 – Member's Statement and Signature

I request that the Secretariat of the *Ordre des Ingénieurs du Québec* issue me as an engineer a digital signature certificate from the Quebec Certification Centre which carries the same legal effect and professional responsibilities as my written signature.

I have read the conditions for using the service specified in this agreement and agree to respect them. I understand that my subscription can be terminated at any time by either party.

I certify that the information I have provided on this form is accurate and complete to the best of my knowledge.

Member's Signature _____

Date

Day	Month	Year