

**DIGITAL SIGNATURE SUBSCRIPTION FORM  
ORDRE DES INGÉNIEURS DU QUÉBEC  
(Medium-High Trust Level)**

To obtain your digital signature certificate\* issued by the Quebec Certification Centre (QCC) managed by Notarius and by the Ordre des Ingénieurs du Québec (OIQ), you must:

- Be an engineer registered on the roll of the OIQ or hold a temporary permit issued by the OIQ.
- Complete and sign this form in the presence of an identity verification agent (IVA) authorized by the OIQ who will then complete section 8 – *Attestation for the Verification of Identity*.
- Provide two pieces of identification (one with a photo) from a recognized government authority to verify your identity.
- Keep a photocopy of this completed form for your records.

\* Here, the terms "digital signature" and "digital signature certificate" are used to designate the signature and encryption 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, 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 professional seal or of my handwritten signature on an electronic document without first sealing the document with my digital signature.
- ▶ Follow the destruction method specified by the QCC if my digital signature is no longer being used.
- ▶ Not to use my digital signature if the corresponding certificate has been cancelled, suspended or revoked.

### 3 – Fees for the Issue of a Digital Signature Certificate

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

The issue of a digital signature includes the creation of data on the servers, transmission of activation codes to the member, management of revoked certificate lists, maintenance of security levels, and application updates. **Please check one of the following two options:**

**APPLICATION FOR THE ISSUE OF A DIGITAL SIGNATURE:**

For a **first request for a digital signature, or a second or subsequent request made more than three (3) months** following the date of cancellation (non-activation of a digital signature), expiration (non-renewal of keys and certificates) or revocation of an application, fees for issuing a digital signature are **\$170 plus applicable taxes** per certificate. This fee includes delivery of the codes.

**REQUEST FOR A RE-ISSUE OF A DIGITAL SIGNATURE:**

For a **second or subsequent request for a digital signature made within three (3) months** following the date of cancellation (non-activation of a digital signature), expiration (non-renewal of keys and certificates) or revocation of an application, fees for issuing a digital signature are **\$50 plus applicable taxes**. This fee includes management and issue of activation codes.

### 4 – 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 \$200 must be paid to maintain the validity of the member's digital signature certificate and access to the telephone support services 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.)*

### 5 – 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 \_\_\_\_\_

### 6 – Consent Regarding Personal Information

#### Verification of identity by an identity verification agent (IVA)

I understand that my identity must be verified by an identity verification agent (IVA) authorized by the OIQ in order for a digital signature certificate be issued to me. I authorize the IVA authorized by the OIQ to collect my personal information including a copy of two (2) pieces of identification (one with photo) in order to confirm my identity. I understand that this collection of information is necessary and I consent to the IVA holding this information for his/her records for as long as deemed useful as proof that he/she has performed the verification of my identity.

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

I authorize the IVA authorized by the OIQ to share 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, issuance, 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 that the IVA authorized by the OIQ and QCC use 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 that the QCC make it accessible by publishing it in a directory.

Member's Signature \_\_\_\_\_

Date

Day	Month	Year

### 7 – 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

**8** – Attestation for the Verification of Identity (To be completed by the Identity Verification Agent)

I, the undersigned, \_\_\_\_\_,  
(Please print first name, last name, and membership number, if applicable.)

Identity Verification Agent authorized by the Quebec Certification Centre and recognized by the Ordre des ingénieurs du Québec,

**DECLARE** that:

On \_\_\_\_\_,  
(Date)

I personally met with \_\_\_\_\_;  
(Name of Member)

hereafter called "member".

In the course of this meeting, I verified both (2) pieces of identification, with at least one bearing a photo, issued by a recognized government authority:

- Driver's license
- Health insurance card
- Social insurance card
- Canadian passport
- Other (please specify)

\_\_\_\_\_  
(Title of Documents)

I have collected the verification code chosen by the member for future identification by the Quebec Certification Centre.

Verification code (shared secret) containing 5 characters: \_\_\_\_\_

The member has signed before me the subscription form for the Quebec Certification Centre's digital signature service that he/she declares to have understood and has consented to.

I attest that the member's identity has been confirmed and that this verification of identity has been made in order for the member to obtain his/her keys and certificates from the Quebec Certification Centre.

Consequently, I will securely transmit to the Ordre des ingénieurs du Québec the contents of this subscription form and a photocopy of the two pieces of identification as specified above. I will keep these documents in their encrypted state to insure that they remain confidential.

AS WITNESS, I signed at \_\_\_\_\_,

on \_\_\_\_\_ 20\_\_\_\_\_

Signature of the IVA: \_\_\_\_\_,