



# Guideline for OpenPEPPOL PKI Certificate Renewal

OpenPEPPOL PKI Production certificate

Last updated 20. April 2016

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## Revision History

Date of this revision: 19-05-2016			Date of next revision (TBD)
NR	Date	Summary of Changes	Changes marked
1.0	19-05-2016	First draft	(N)

## Approvals

This document is approved by:

Date Approved	Approver
N/A	N/A

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# Renewal of certificate

This document contains the guidelines and steps for renewing the OpenPEPPOL PKI Production certificate. The OpenPEPPOL PKI Production certificate is valid for a period of two years and must be renewed then.

## 1. Expiry of the OpenPEPPOL PKI Production Certificate

The OpenPEPPOL Operating Office receives information on the duration of the OpenPEPPOL PKI Production certificates and therefore has an overview of expiry dates for all certificates.

These are the steps in the renewal process:

1. Notification of expiry of the OpenPEPPOL PKI Production certificate
2. Documentation
3. Request for new OpenPEPPOL PKI Production certificate
4. Enrolment for a new OpenPEPPOL PKI Production certificate

### 1.1. Notification

- The PEPPOL Certification Authority sends out an auto-notification to the holder of the expiring certificate (but in order to clarify the process and ensure timely obtainment of a new certificate, the following steps are put into action)
- The OP BOM identifies current expiry dates of OpenPEPPOL PKI Production certificates
- The OP BOM sends notification to the Service Provider about the expiry along with guidance on how to obtain a new OpenPEPPOL PKI Production certificate (enclosed should be; a blank TIA Annex 1)

### 1.2. Documentation

- The Service provider fills out the new TIA Annex 1 with special attention to section 4.6 – correct e-mail address and cell phone number are required (readable if in hand writing) as this is where the PEPPOL Certification Authority sends the Enrolment guidance and PIN codes
- The Service Provider makes a copy of the official company registration document (if any changes over the last two years were changed in the company)
- The Service Provider sends the new TIA Annex 1 and copy of official company registration document to the PA support at the local PEPPOL Authority

### 1.3. Request

- The PA support at the local PEPPOL Authority receives the documentation from the Service Provider
- The PA support at the local PEPPOL Authority validates the TIA and company registration document

- Is the TIA Annex 1 filled out accordingly?
  - Special attention to section 4.6 – correct e-mail address and cell phone number (readable if in hand writing) as this is where the PEPPOL Certification Authority sends the Enrolment guidance and PIN codes
- The PA support at the local PEPPOL Authority sends the request for a new OpenPEPPOL PKI Production certificate to the PEPPOL Certification Authority on behalf of the Service Provider

#### **1.4. Enrolment**

- The PEPPOL Certification Authority receives the request for a new OpenPEPPOL PKI Production certificate
- The PEPPOL Certification Authority prepares the production certificate and sends guidance to the Service Provider upon enrolment for an OpenPEPPOL PKI Production certificate
- The Service Provider downloads the Production certificate and stays in production mode.