



Application for Inclusion on the Certified PKI Shared Service Providers List

**Federal PKI Policy Authority
Shared Service Provider Working Group**

January 25, 2007

Instructions for Submitting Application

Providers who wish to apply for inclusion on the Certified PKI Shared Service Providers list must submit an application containing the information specified below. The application should include a letter requesting consideration that includes the information specified in section 1 (below) and that has been signed as indicated in section 4. The supporting documentation listed in sections 2 and 3 must also be provided.

Applicant should submit the information requested below in an electronic format (e.g., PDF). The application should be submitted to fpki.webmaster@gsa.gov. Applicants who are unable to submit information electronically may mail their applications to Brant Petrick, 1800 F Street, NW, Room 2013, Washington DC 20405.

1. Information on the Applicant's Organization

The application letter must include the following information:

- Applicant Organization Name
- Applicant Organization Address
- Applicant Organization's Representative or Designated Agent
 - Name and Title
 - Postal Address with Zip Code
 - Office Phone Number
 - Office E-mail Address
- Applicant Organization's Secondary Contact(s) (to be used if Representative or Designated Agent cannot be reached)
 - Name(s) and Title(s)
 - Postal Address with Zip Code
 - Office Phone Number
 - Office E-mail Address

2. Information on the Applicant's Certification Practices Statement

For each CA that will be issuing certificates under the Shared Service Provider Program, the initial application package must include:

- The Certification Practices Statement (CPS) for the CA. (It is also recommended that any supporting documentation or relevant extracts from supporting documents cited in the CPS be submitted as part of the package.)
- A letter from the compliance auditor indicating that the CPS is in compliance with the X.509 *Certificate Policy for the Common Policy Framework* and that the CA is operated in compliance with the CPS. In doing so, the letter should address the following points:
 - a. Identify the individuals performing the audit

- b. Identify the experience these individuals have in auditing PKI systems
- c. Describe the relationship between the auditor and the SSP (outside auditor, Inspector General Office of Audits, etc.)
- d. Indicate date the audit was performed
- e. Describe methodology used for determining operations compliance (e.g., Day Zero Audit)
- f. Identify the documents reviewed (including version and date)
- g. Assert that the CPS has not changed since the previous review OR a statement indicating the revised CPS continues to conform to the requirements of the Common Policy
- h. Assert that the CA is operating in conformance to the requirements of the CPS.

A copy of the *CPS Evaluation Matrix for Evaluation Against the Requirements for the Common Policy Framework* that has been completed by the compliance auditor.

A plan for completing the System Certification and Accreditation.

3. **Information on Technical Configuration**

The initial application package must include:

A narrative description of the components for the proposed system, which may include an architectural diagram. This description should include an explanation of the proposed division of responsibilities between the SSP and contracting agencies.

The following information does not need to be included as part of the initial application package, but must be submitted before a review of the application can be completed:

A System Certification and Accreditation package for review and approval by the Authorizing Official. The System C&A package must include the following:

- a. System Security Plan
- b. Security Assessment Report
- c. Plan of Action and Milestones
- d. Contingency Plan
- e. Contingency Plan Test Report
- f. Risk Assessment Report

4. **Attestation**

The application letter must be signed by the applicant's Authorized Official and must include the following attestation:

The above information is true and correct to the best of my knowledge and belief.

Signed: _____

Date: _____

Applicant's Authorized Official
(Print name and title)