

Instructions for completing the Notary Token Verification Form

Overview

Oak Ridge National Laboratory (ORNL) provides services to many users, projects and programs. ORNL uses one-time password technology using RSA SecurID Tokens (see figure 1) to access ORNL resources remotely. **For certain resources, ORNL requires identity proofing to authenticate a user's identity and possession of the token prior to activation.** The Notary Token Verification Form verifies the identity of the applicant and maintains records of the identity proofing credentials that may be disclosed in the future to an authorized individual or investigative agency.



Figure 1: RSA SecurID Token

If you have any questions regarding these instructions, please contact ORNL using the contact information provided on the Notary Token Verification Form, included with these instructions.

Notary Instructions

The user must perform this identity proofing and token possession verification **in person with a Notary. No exceptions.** A record of the identity proofing shall be maintained by the Notary in the Notary records. The identity credential must be a valid government picture id, such as a passport, or a state-issued identification, such as a driver's license.

- The user fills out and signs the Notary Token Verification Form in person with the Notary.
- The Notary should confirm the government/state issued identification and confirm the identification information is consistent with the information provided by the user on the Notary Token Verification Form. **Compare picture id to user and record the ID number, address and date of birth in the Notary records.**
- User is responsible for verifying the serial number on the back of the token and recorded by the user on the Notary Token Verification Form.
- Once the user identity is verified, the Notary can execute the form and place the Notary seal on the form.
- The user must use overnight delivery or U.S. mail to send the **original** Notary Token Verification Form to ORNL. The mailing address is provided on the form.

Definitions

Identity proofing – a verification process where an individual provides proof of identity

Notary – A state-licensed Notary Public who acts on behalf of ORNL for identity proofing and token possession.

User – Person who has permission to access resources at ORNL for the purpose of research or scientific collaboration.