

IdeaTrust Global Common (IGC) Trusted Agent Agreement

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IGC Trusted Agent Instructions for the Applicant



Thank you for choosing IdeaTrust Services, LLC (“IdeaTrust”), a subsidiary of IdeaTrust, Inc.

Pre-requisites for becoming an IGC Trusted Agent:

Authorization to become a Trusted Agent (TA) on behalf of your organization requires you to obtain an IGC | Medium Assurance | Software Storage certificate, or an IGC | Medium Assurance | Hardware Storage certificate. You may initiate an application by selecting one of the following:

- Healthcare Buying Community: <https://www.identrust.com/my-buying-community/healthcare>
- Government Buying Community: <https://www.identrust.com/certificates/federal-state-and-local-agencies>
- Personal & Professional Buying Community: <https://www.identrust.com/my-buying-community/personal-and-professional>

IGC Trusted Agent Agreement Form:

You must complete the IGC Trusted Agent Agreement Form by filling out all of the fields, then take the form to an officer in your Organization who is authorized to sign on behalf of the Organization, asserting to IdeaTrust that you are an authorized representative of your Organization.

Send the original, “wet-signature” form to IdeaTrust for processing.

IdeaTrust Registration Department
5225 W. Wiley Post Way, Ste 450
Salt Lake City, UT 84116-2898

Approval to become a Trusted Agent:

Once the IGC Trusted Agent Agreement Form is received, you will be sent a training manual via e-mail. When you are ready and have retrieved your IGC Medium Assurance Software or IGC Medium Assurance Hardware certificate, a training call will be scheduled after which you will be granted the role of Trusted Agent for your organization and can begin performing those duties.

If you have questions during this process, you may send an email to:
Registration@IdeaTrust.com.

IGC Trusted Agent Agreement Form

Appointment as Trusted Agent:

I denTrust, LLC a limited liability company organized under the laws of Delaware, with its principal place of business at 5225 W. Wiley Post Way, Ste 450, Salt Lake City, UT 84116,

hereby appoints: (Applicant) _

(Organization)

_____, (“Trusted Agent” or “You”), to serve as IdenTrust’s Trusted Agent under the IdenTrust Global Common (IGC) Certificate Policy (CP). As a Trusted Agent You will assist IdenTrust in performing such identity verification tasks as may be required by the terms of our Bulk Submission Agreement, the IGC CP and the IGC Certification Practices Statement (CPS). A summary of these requirements has been provided in the IGC Certificate Agreement form below; however, in the event of any discrepancy between the requirements described in IGC Certificate Agreement and the IGC CP and/or the IGC CPS, the terms of the IGC CP and IGC CPS shall govern. The IdenTrust Policy Management Authority (PMA) may amend the IGC CP and IGC CPS from time to time. Any such amendments and any required notices will be pursuant to the terms of those documents and shall be binding upon You unless You notify IdenTrust of your intent to terminate your Trusted Agent status.

Applicant warrants, represents and agrees that:

You warrant to IdenTrust that you have read the relevant provisions of the IGC CP and IdenTrust’s IGC CPS and understand your obligations as described in those documents. As a Trusted Agent of IdenTrust, LLC, you will be performing a key role in the identification and authentication of Subscribers for IGC certificates. In the capacity as our Trusted Agent, you agree to do the following:

- Gather and record all subscriber registration data as required for the bulk load submission on the bulk load templates provided by IdenTrust.
- Complete the Business Agreement found in the bulk load templates. By checking the box, you attest that all applications contained in the template are for employees or other individuals affiliated with the business named on the Business Agreement who are authorized by the business to hold a certificate. This attestation is in accord with the Acknowledgement form the terms of this Acknowledgement are incorporated as part of the Bulk Submission Template and apply to all subscribers entered on the template.
- Ensure that each applicant receives a copy of the Instructions for Applicant: this provides information about the In-person Identification form and the responsibility to review and accept the subscriber agreement and policies.
- When performing the In-person Identification and signing the form, ensure that the applicant signs the form in your presence, and presents the required identification credentials as stated in the In-person Identification by Trusted Agent form.
- When the In-person Identification is performed by a Notary, ensure that the In-person Identification by Notary form has been completed correctly including required signatures, information and required identification credentials.
- Forward the following to IdenTrust; the Bulk Load template and for each subscriber a completed In-person Identification form, either by Notary or by Trusted Agent.
- Supply the appropriate Human Resource Department(s) in your organization with the provided Instruction Form to ensure that IdenTrust is notified in the event of certificate revocation events, such as separation of subscriber from your organization. Irrespective of the place of performance, this Trusted Agent Agreement shall be constructed, interpreted, and enforced in accordance with the substantive laws of the State of Utah, without regard to its conflicts of law principles.

Name of the Subscriber

Subscriber email address

Address of Subscribing Organization

Address line 2

City, State/Province, Postal Code

Name of Subscribing Organization

By: _____
(Signature of organization officer/authorized representative)

Name: _____

Title: _____

Date: _____