

How to Renew Offline Digital Certificate

Qualified digital certificate for electronic signature

DigiSign is one of the leading providers of qualified trust services, in accordance with the eIDAS Regulation and the applicable national law. The DigiSign Certification Authority is registered in the Trusted List maintained and published by the The Authority for the Digitalization of Romania regarding qualified electronic signature and issuance of certificates related to them.

The qualified digital certificate for electronic signature is nominally issued and identifies a natural person who either acts in his own name or as an authorized representative of a legal person.

1. Access **Registration form** from the address: www.digisign.ro/portal;
2. Select **Offline renewal of digital certificates**;
3. Select **Certificate validity** . You can choose a certificate valid 1, 2 or 3 years and continue by filling in your identification data;
4. At **Billing** tab you have to choice the billing data, the invoice issued with your data as the individual or the invoice issued with the data of a legal entity, depending on the method of payment: if the invoice is paid by a legal entity then the billing information you fill in is that of that company.
5. Complete the **Delivery** tab, depending on your preference:
 - DigiSign headquarters or DigiSign representative where you identify yourself and take over the set of documents required for the issuing process;
 - A specific delivery address, in which case the courier services will be borne by the recipient;
6. Select your preferred **promotion** or favorite discount and continue to the registration form. Following the submission of the application, you will receive the following documents on the e-mail address completed in the form: Statement, General Conditions, Contract and Proforma Invoice.

7. Depending on the billing mode you choose, compose a set of documents to forward to DigiSign as follows:

Invoice issued per individual, set consisting of:
Statement - 1 copy signed and dated by the User
General Conditions - 2 copies signed by the User
Contract -2 copies signed by the User
Copy of valid ID - 1 copy, signed, and marked copy According to the Original
Proof of payment of the proforma invoice
eToken device
Invoice issued per legal person, set consisting of:
Statement - 1 copy signed and dated by the User
General Conditions - 2 copies signed by the User
Contract -2 copies signed by the legal representative of the legal person
Copy of valid ID - 1 copy, signed, and marked copy According to the Original
Copy of the registration certificate of the legal person 1 copy, dated, signed and marked According to the Original
Proof of payment of the proforma invoice
eToken device

8. The issuance of a qualified digital certificate is done exclusive after the applicant has been identified, personally, based on the valid ID, in original, and the retrieval of the set of documents. In this regards, DigiSign will provide the following alternatives:

- a. You present yourself at the DigiSign headquarters with the valid identity document, original and document set
- b. You present yourself to one of the affiliated partners or to one of Transilvania Bank branches from the list published [here](#) with the valid ID, in original and the set of documents
- c. Send the set of documents by mail or courier, with the proviso that the set will contain the **authenticated Declaration to a public notary** in advance
- d. Submit the set of documents through a third person who is personally present with the valid identity document in the original at DigiSign headquarters or at the partner's premises, stating that the set will contain the authenticated Declaration with a notary in advance and a notary for that third party.

The absence of any document required for the issuing process entails the extension of the term for issuing the qualified digital certificate.

From the moment when we received the documents completely correctly and the applicant's identity is validated, DigiSign undertakes to issue and send the qualified digital certificate within 24 hours but no later than 5 working days.

If you present yourself at DigiSign headquarters with the valid ID document in original and the complete and correct set of documents, the issue and handover of the qualified digital certificate is done on the spot in 15 minutes.

The qualified digital certificate will be delivered according to the applicant's option expressed in the registration form, respectively at the DigiSign headquarters, at Transilvania Bank branch, where the applicant has been identified or a specific address through the express delivery services, in which case the cost is borne this case by the recipient.

When receiving the qualified digital certificate, you are required to verify the correctness of the certificate and the signing of the Reception Document.

After your Qualified Digital Certificate is issued, on your email address you will receive a guide for installing and using the eToken device, on which certificate will be stored.

If the information contained in this document is not sufficient, please contact us anytime at 031 620 20 00 or suport@digisign.ro.