NIH TLS Server Certificate Request Form

Mail or Fax this form to:

Walter Lamar and April Merryman
NIH/CIT/DNST
7550 Wisconsin Ave. MSC 9110
Federal Building, Room 416
Bethesda, MD 20892-9110
Fax: 301.480.6041

For more information on completing this form, please see the URL, http://tls.nih.gov, or call TASC at 301.594.3278 and ask for the TLS or SSL certificate contact person.

The Center for Information Technology (CIT) will issue web server certificates for use with NIH web servers. Three signatures are required before a server certificate will be issued:

1. **Technical contact who administers the server**
2. **IC Information Systems Security Officer**
3. **IC Web Contact/Reviewer.**

A listing of all NIH Security Officers can be found at http://irm.cit.nih.gov/nihsecurity/scroster.html and the IC Web Contacts can be found at http://www.nih.gov/employee/weblist.htm.

Only one server certificate will be generated per completed form. All technical contacts will automatically be subscribed to the SSL-Servers@list.nih.gov discussion list. Subscription to this list is mandatory for the technical representative. This list is used to distribute information about digital certificates, provide answers to questions, and update system administrators when changes are required.

Proper use of the requested certificate is the responsibility of the IC.

The following information is required for your digital certificate:

Briefly describe the application(s) that will be accessed from this secure server:

What web server product will use this certificate?

Is this a test or production server?

What browser products are expected to access this server?

What is the expected target audience?

IC:

Lab/Branch:

Registered hostname of machine in DNS (this hostname should
match the hostname used by your web clients -- e.g., www.cit.nih.gov):

Location of server (bldg. and room):

TECHNICAL CONTACT

I understand proper use of TLS technology, and agree to protect private key from compromise, report any such compromise to IC Information Systems Security Officer and CIT promptly, and agree to not use certificate for generating other certificates.

Name (please print): Institute:

NIH address:

Telephone: E-mail address:

Signature: Date:

INFORMATION SYSTEMS SECURITY OFFICER - **(see http://irm.cit.nih.gov/nihsecurity/scroster.html)**

I have reviewed and approve of the security aspects of the web application(s), and agree to cooperate with CIT in certificate revocation and renewal when necessary.

Name (please print): Institute:

Signature: Date:

IC WEB CONTACT/REVIEWER - **(see http://www.nih.gov/employee/weblist.htm)**

I consider the secure web application(s) acceptable in accordance with IC standards.

Name (please print): Institute:

Signature: Date:

ALTERNATE TECHNICAL CONTACT

Name (please print): Institute:

NIH address:

Telephone: E-mail address:

DO NOT WRITE BELOW THIS LINE

TLS Server Certificate Notification

Your TLS Server Certificate has been approved / not approved. Please connect to the URL **http://tls.nih.gov** for information on how to obtain your certificate:

NIH Server Certificate Authority

Name: Date:

Signature: Comments: