



# PKI



Authentication  
Confidentiality  
Data Integrity  
Non-Repudiation

## Public Key Infrastructure Support Services

### Digital Identity Subscriber Agreement Form

U.S. Department of Energy (DOE) employees, contractors, and affiliates must sign this subscriber agreement form prior to being issued a DOE digital identity. The terms of the agreement are:

#### Use Restricted to Official DOE Business and Unclassified Data

Your digital identity, and any associated user or software licenses issued to you, is the property of the U. S. Department of Energy and should only be used for legal, authorized, and legitimate DOE business. The digital identity, license and software MUST NOT be used to protect classified data or exported to foreign countries.

#### Accuracy of Representation

You are obligated to accurately represent yourself in all communications with the Department's PKI authorities. This would include notifying the Department's PKI authorities if any personal identification information about yourself changes (i.e. name, email address, DOE federal sponsorship).

#### Protection of Private Keys

You must protect your private keys at all times from loss, unauthorized disclosure, or suspicion of compromise. The term "private keys" typically refers to the profile files that are created during the "Create Profile" process. Protections would include both locking your computer any time it is left unattended, and guarding your password by not giving it to others and not writing it down.

#### Notification of Forgotten Password, Profile File Loss, Unauthorized Disclosure, or Suspicion of Compromise

Upon any actual or suspected loss, disclosure, or compromise of your private keys, activation codes, or password, you must immediately notify the Department's PKI authorities so that remediation can be done.

#### Non-Transference of License and Cessation of Operation

You may not transfer your digital identity, and any associated user and/or software licenses to anyone else. If you no longer require your digital identity you must notify the Department's PKI authorities so that your accounts can be properly removed.

When you sign this User Agreement form, you (as a subscriber) demonstrate your understanding and acceptance of the terms outlined in this form. Please print legibly, or fill in the form electronically, to ensure all information is recorded accurately. This agreement is valid for the lifetime of the digital identity.

Subscriber's First Name	Middle Initial	Last Name	Signature	Date
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1 <sup>st</sup> Form of Identification Presented *	ID Number	Person's Name as it appears on the Identification
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2 <sup>nd</sup> Form of Identification Presented *	ID Number	Person's Name as it appears on the Identification
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Trusted Agent's First Name	Middle Initial	Last Name	Signature	Date and Time
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- \* The subscriber will appear in person and present their Federal Agency Identification Badge or HSPD-12 Badge as proof of identity. Impression of Notary Seal (if required):
- \* Lacking a Federal Agency Identification Badge or HSPD-12 Badge, the subscriber will appear in person and provide two forms of identity source documents in original form unless otherwise noted. One of these two identity source documents must be a photo ID. The identity source documents must come from the list of acceptable documents that can be found at: <http://cio.energy.gov/cybersecurity/pki.htm>

This is an: Internal Account [ ] External Account [ ]