

CertME Procedure for Identity proofing and verification

certME IdVer-EN

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1 Introduction

1.1 Overview

certME is a certSIGN product strategically developed to complete the catalog of certSIGN services related to the electronic identity of persons. certME creates trusted digital identities (according to the eIDAS Regulation) to those who request it.

1.2 Document name and identification

This document represents the certME Procedure for the Identity proofing and Verification process, further referred to as the **procedure**.

The document is available in electronic format within the Repository at address <http://www.certme.ro/repository>.

2 Participants

The **procedure** regulates the most important relations between the entities belonging to the certME system during the workflows.

2.1 Operator of Validator Role

The Validator Operator is the employee of the Validator company who have been trained and instructed to follow the steps of this procedure in order to execute the activities of identification & verification of the subject and of the documents.

2.2 Supervisor of Validator Role

The Validator Supervisor is the manager on duty who takes over any issue or problem reported by any operator, or subject and is responsible to find and apply a solution.

2.3 Subject Role

Any person who requested a certME eID or any user of the certME eID who requested suspension, reactivation or revocation of said eID.

3 Procedure Workflow

3.1 General description

The actions needed to perform the verification prior to registration, suspension, reactivation or revocation:

Subject actions:

- Presentation to the Validator operator for the identification proofing & verification
- Sign the identity proofing and verification report (for registration/suspension/reactivation/revocation)

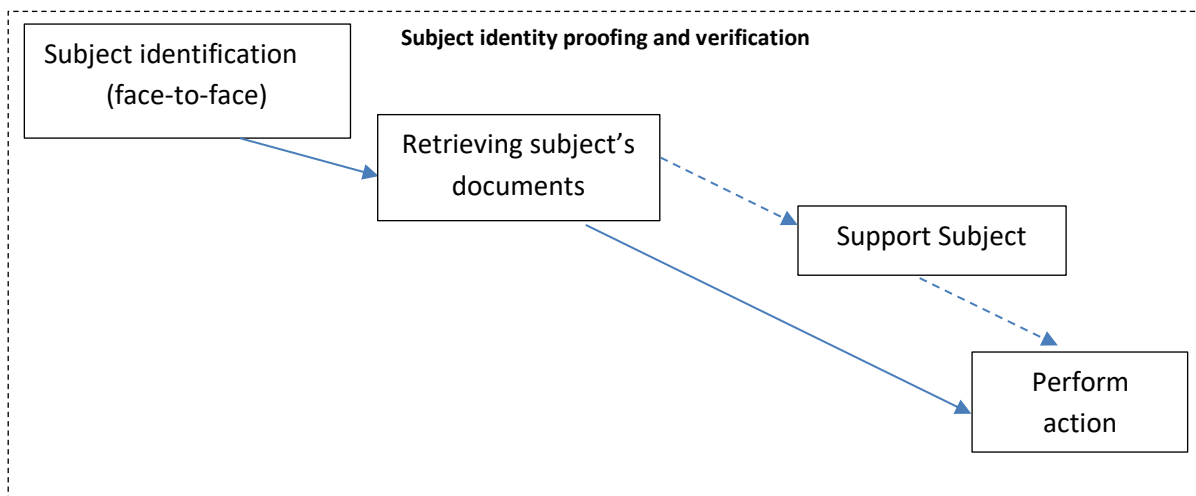
Validator Operator actions:

- Subject identification
- Retrieving subject’s identity documents
- Subject requested action (registration/suspension/reactivation/revocation)
- Report signing

3.2 Diagram

Performing a subject requested action (registration, suspension, reactivation or revocation) in relation to the certME eID requires the following steps:

1. The face-to-face identification of the subject
2. Performing the subject requested action



4 Detailed Actions

4.1 Subject face-to-face identification

It is done by the presence in person of each subject in front of a Validator employee.

Subjects of Romanian nationality will present one of the original identity documents:

- Identity Card issued by the Romanian authorities
- Passport issued by the Romanian authorities

Subjects of other nationality, will present an original identity document, with photo:

- Identity Card, or
- Passport, or
- Identity document issued by the Romanian authorities

Identity verification is done by confronting the image of the person in the identity document with the person in front of the Validator employee.

The originality of the identity document shall be checked against their specific security marks.

4.1.1 Verification of the identity card issued by the Romanian Authorities

It will be done according to the following criteria:

1. Title: CARTE D'IDENTITE_CARTE DE IDENTITATE_IDENTITY CARD
2. Issuing country: ROU - ROMÂNIA
3. Document category: B - ID card
4. Legal status / main object: Document establishing identity, issued to citizens of: ROU - ROMANIA
5. Identity card which also serves as a travel document for Romanian citizens in the European Union.
 - a. General format: card
 - b. Format width (mm): 105
6. Format height (mm): 74
7. Validity:

Maximum validity period	Minimum age for the validity period	Maximum age for the validity period	Validity - additional information
4 years	14 years	18 years	The expiration date coincides with the holder's birthday.
7 years	18 years	25 years	The expiration date coincides with the holder's birthday.
10 years	25 years	55 years	The expiration date coincides with the holder's birthday.
	55 years		In the case of persons over 55 years of age, the identity card is issued with a permanent validity term.

8. Identification data:

Name
/FirstName

9. CNP: The first figure indicates the sex of the person: "1" (male sex) or "2" (female sex) for persons born between 1900 and 1999; "3" or "4" for

persons born between 1800 and 1899; '5' or '6' for persons born between 2000 and 2099. Next is a set of 6 digits representing the year/month/birthday of the identity card holder. The last 6 digits represent a unique number assigned at birth.

10. Identity card COD: Number-code generated (by a mathematical algorithm) based on the personal data of the holder serial number - the numbering is composed of letters and numbers (disposed in a random sequence - "R")

11. Series / Number: The series consists of 2 letters; the number consists of 6 digits.

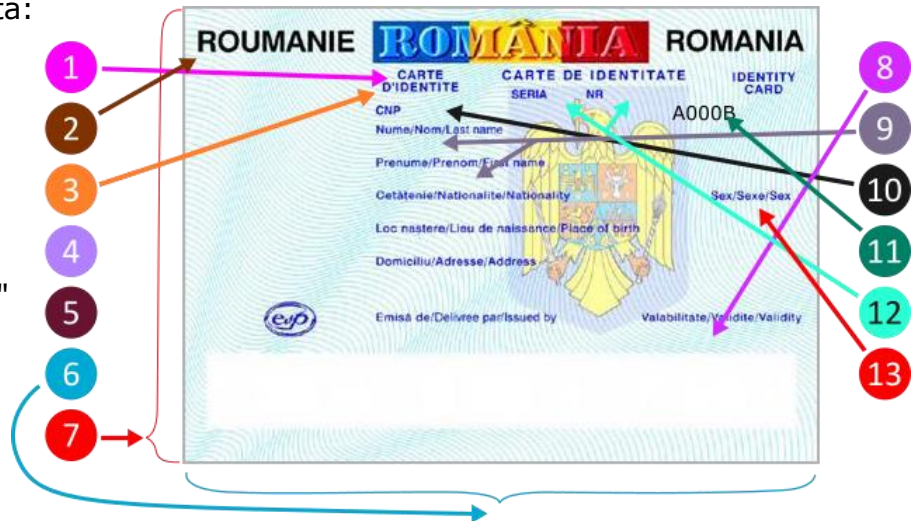
12. Sex: M indicates an identity card for a male citizen; F indicates an identity card for a female citizen.

13. The structure of the identity card consists of two transparent outer layers, including the support for photography, text and other inscriptions; the 3 layers are assembled technologically, forming a unitary whole.

14. The photo is color, has dimensions of 38 x 30 mm and is executed by computer means, directly on the identity card holder.

15. The items for customizing your identity card are:

- a. the flag of Romania, having dimensions of 45 x 7 mm and positioning at the top of the identity card,
- b. the country's stem, having dimensions of 30 x 41 mm and positioning in the centre of the space reserved for the text, in accordance with the original model in the colours set out in Annex No 1 to this Regulation. 1 to Law No. whereas it is the same of the country and the seal of the State;
- c. the logo, represented in the form of an oval geometric drawing, containing the abbreviation of the phrase "register of persons" - "evp" -, positioned under the photograph and framed to the left by the code of the issuing structure and the symbol of the county or, as the case may be, of the municipality of Bucharest, to the right;



- d. the fund - safety cast iron - comprises safety curvilinears, similar to that applied to banknotes, which, through the complex design, the combination of colours and the printing process, provide protection against counterfeiting.
16. Optically identifiable automatic reading area:
- a. is positioned at the bottom of the identity card;
 - b. has a length of 102 mm and a width of 17 mm;
 - c. contains: document type, code of the issuing country, name and surname of the holder, document number and serial number, nationality, date of birth, sex, validity and personal numeric code without figures signifying the date of birth.
17. The text of the identity card is printed on the color laser printer, using the standardized encoding of the Romanian character set and the standard Romanian keyboard.

4.1.2 Verification of the Passport

It will be done according to the following criteria:

1. Title: PASSPORT
2. Issuing country: ROU - ROMÂNIA
3. Category of documents: A - Passport
4. Legal status / main object: Travel document issued to citizens of: ROU - ROMÂNIA
5. General format: simple notebook
6. Format width (mm): 88
7. Format height (mm): 125
8. Number of pages: 32
9. Validity:

Maximum validity period	Minimum age for the validity period	Extension possible	Validity - additional information
5 years	6 years	no	
3 years		no	For minors up to 6 years old

10. Identification data: Name/First name
11. CNP: The first figure indicates the sex of the person: "1" (male) or "2" (female) for persons born between 1900 and 1999; "3" or "4" for persons born between 1800 and 1899; '5' or '6' for persons born between 2000 and 2099. Next is a set of 6 digits representing the year/month/birthday of the identity card holder. The last 6 digits represent a unique number assigned at birth.
12. Country code / Number: country code consists of 3 letters; the number consists of 9 digits.
13. Date of birth: is as: 15 IUL/JUL 83

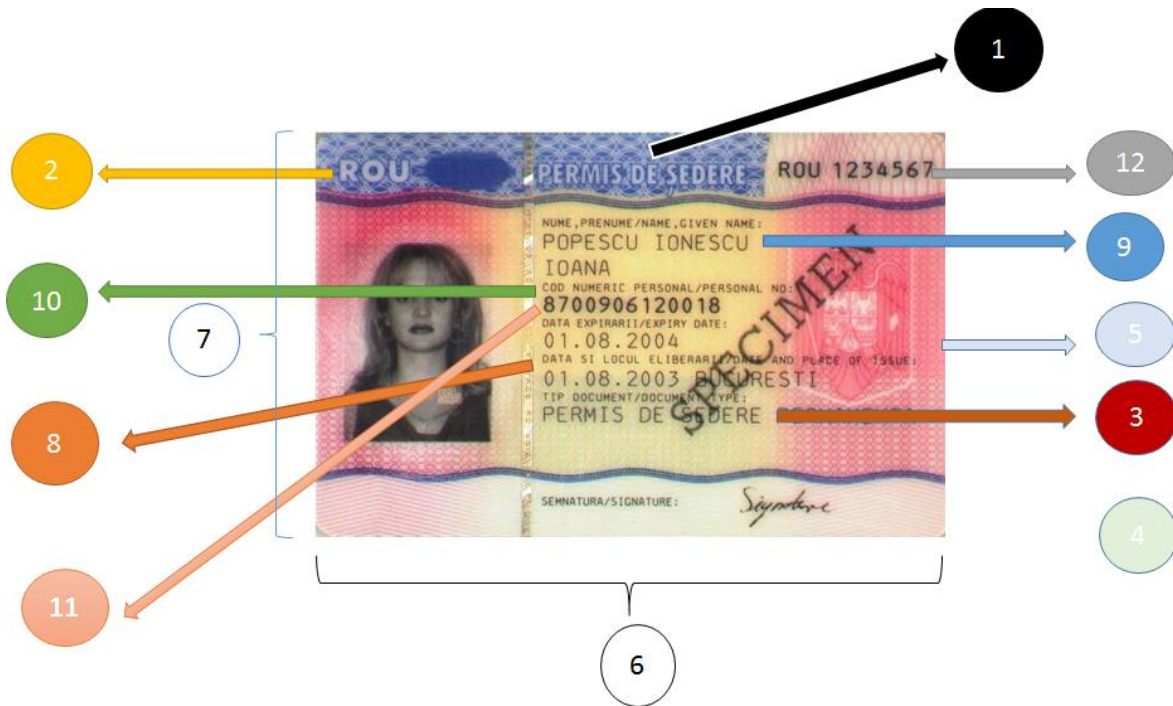
14. Sex: M indicates an identity card for a male citizen; F indicates an identity card for a female citizen



4.1.3 Verification the Residence Permit

It will be done according to the following criteria:

1. TITLU: PERMIS DE ŞEDERE
2. Issuing country: ROU- ROMÂNIA
3. Category of documents: H- Residence/residence document
4. Legal status: Residence permit conferring on third-country nationals the right of residence in: ROU – România
5. Formatul general: card
6. Format width (mm): 86
7. Format height (mm):54
8. Validity: The validity of the PERMISULUI DE ŞEDERE is limited to the period for which the right of temporary residence in Romania has been granted or, where appropriate, extended; residence permit shall be renewed at each extension of the right of residence. If the residence permit is extended, a new card is issued.
9. Identification data: First and last name
10. CNP: The first digit represents the sex of the person who possesses that CNP; The first figure shall be followed by a set of 6 digits representing the year/month/birthday of the holder. The following two digits represent the county code, followed by 3 digits representing a serial number within the county. The last digit is control.
11. Sex: 7/8-for foreign persons resident in Romania, 7 male sex/8 female sex.
12. Country code: country code consists of 3 letters; the number consists of 7 digits

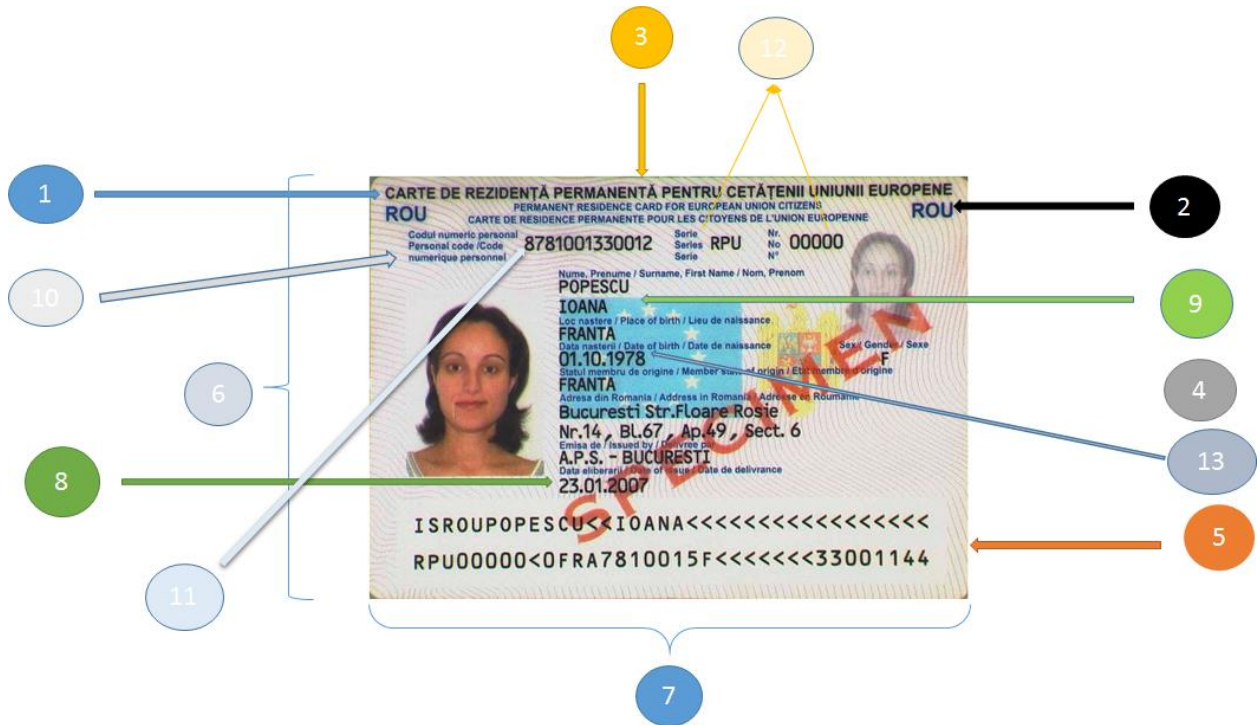


4.1.4 Verification the Residence Card

1. Title: CARTE DE REZIDENȚĂ PERMANENTĂ PENTRU CETĂȚENII UNIUNII EUROPENE
PERMANENT RESIDENCE CARD FOR EUROPEAN UNION CITIZENS
CARTE DE RESIDENCE PERMANENTE POUR LES CITOYENS DE L'UNION EUROPEENNE
2. Issuing country: ROU – ROMÂNIA
3. Category of documents: H - Residence/residence document
4. Legal status: Residence document issued to citizens of the European Union residing in: ROU – ROMÂNIA
5. Formatul general: card
6. Format width: 105
7. Height of format: 74
8. Validity: Maximum period of validity: 10 years. For holders up to 14 years of age, the maximum period of validity is 5 years. Citizens of the European Union who have continuous and legal residence in Romania for a period of at least 5 years, benefit from the right of permanent residence.
9. Identification data: First and last name
10. CNP: The first digit represents the sex of the person who possesses that CNP. The first digit is followed by a set of 6 digits representing the year/month/birthday of the holder. The following two digits represent the county code, followed by 3 digits representing a serial number within the county. The last digit is control.
11. SEX: ; 7/8-for foreign persons resident in Romania, 7 male sex/8 female sex.

12.Series / Number: The series consists of 3 letters; the number consists of 5 digits.

13.Birth date: is listed as: 01.10.1978



On the copy of the identity document of the future holder, the Validator employee shall put the stamp bearing his unique identification code (e.g. "VERIFIED IDENTITY SC CERTSIGN SA 256"), the signature and the date on which the signature was made to attest the conformity of the information present in the BI/CI copy with the original document personally submitted by the future holder.

Note: verification of the validity of a document can be done by confronting the records of identity documents and travel on the site:

<http://www.consilium.europa.eu/prado/ro/search-by-document-country.html>

4.1.5 Verification of the identity documents of the Subjects of other nationality

It will be done in the ONLINE PUBLIC REGISTRY OF AUTHENTIC DOCUMENTS OF IDENTITY AND TRAVEL, accessing,

<https://www.consilium.europa.eu/prado/ro/search-by-document-country.html> to confirm the validity/invalidity of identity and travel documents:

PRADO - Registrul public online al documentelor autentice de identitate și de călătorie

Vă rugăm să notați că până în prezent, informațiile privind documentele de călătorie și de identitate europene cuprinse în această bază de date nu sunt complete. Ispesc încă unele documente și versiuni ale documentelor. Vă invităm să vă conectați din nou pe site-ul nostru cât de curând pentru a verifica dacă documentul pe care îl căutați a fost inclus între timp în baza noastră de date.

Oricare ar fi originea unui document, vă invităm să adresați orice întrebări în legătură cu acesta punctului de contact la nivel național. Numai acolo veți putea obține informații suplimentare (inclusiv detalii specifice cu privire la documentele străine).

Ultimele documente

PT - Portugalia - PORTUGAL -	
> PR - CO-02001 - VIZITĂ VISA	Data primei eliberări: 21/06/2019
C - VIZ	
PT - Portugalia - PORTUGAL -	
> PR - HO-07001 - CARTE DE RESIDENȚĂ	Data primei eliberări: 01/08/2017
H - Document de ședere / rezidență	
PT - Portugalia - PORTUGAL -	
> PR - HP-01002 - AUTORIZAÇÃO DE RESIDÊNCIA PROVISÓRIA	Data primei eliberări: 12/02/2015
H - Document de ședere / rezidență	

The search can be done according to the country or region code (e.g. EUE (European Union) ROU (Romania), BEL (Belgium), DEU (Germany), etc.) or by document title, including special characters (e.g. CERTIFICATE OF IDENTITY_CERTIFICAT D'IDENTITÉ, CARTE NATIONALE D'IDENTITÉ, Passport, Diplomatic Passport, Carte d'identité diplomatique, etc).

4.2 Retrieving subject documents

4.2.1 Preliminary steps

Original identity document available, optional a copy of it.

4.2.2 Documents takeover

For the Identity document the original will be presented and the Validator will ensure a copy of it. Verification will be marked on the copy of the document through Validator stamp, with the date and his ID.

5 Reporting

All subject requested actions (registration/suspension/reactivation/revocation) are finalized with a report signed by both the operator and the subject, which is subsequently archived.

On any incident or issue the Validator operator will escalate the problem to his supervisor.

The dedicated staff will report to the supervisor directly, daily, the actions undertaken during the day.

6 Confidentiality

The employee is required to maintain the confidentiality of the data, information and documents to which he has access in the performance of his duties in accordance with the confidentiality undertaking he has signed with the Validator company and the company's internal procedures and instructions.

The employee shall ensure that no unauthorized person has access to the data, information and documents which he manages and for that purpose all documents referred to in this instruction, from the time of taking over until the time of referral to the Validator in accordance with paragraph above, must be kept in a safe place. The employee is under an obligation not to disclose confidential information to any unauthorized person.

7 Penalties

Failure to comply with the provisions of this procedure shall be punished in accordance with the Internal Regulation and the Labor Code.