



Texas Advanced Computing Center (TACC) PKI

Document Name	Request for TACC Local Registration Agent (LRA) Designation
Current Version	1.1
Date last updated	25 January 2009

Abstract:

This document provides a template for an organization to request establishment of a remote Local Registration Agent (LRA) for a TACC Certificate Authority (CA).

Change History

V1.0	12Jan09	Initial	Created.
V1.1	25Jan09	Revised	Clarify LRA from RA.

{Organization Letterhead}

TACC Root CA Security Officer
Texas Advanced Computing Center
10100 Burnet Rd. (R8700)
Austin, TX 78758-4497 USA
{Date}

Dear Reader,

This letter authorizes and documents a request for:

{Name, Position in organization} {mailing address} {email} {phone} {fax}

to represent {Name of organization} as a designated Local Registration Agent (LRA) for the TACC CA. {Name} is authorized to perform the following RA functions for members of our organization starting on {Date}:

1. Record and archive:
 - A verified CN, organization, email, phone number and address of the requester from the official published phone directory maintained by the academic or research organization or government lab. Alternately, a letter of introduction from an official organization authority will be accepted.
 - In-person or remote video verification or government documents with picture that confirm the user is who s/he says s/he is;
 - The document(s) used as proof of relationship with the organization or organizational unit;
 - An LRA assessed level-of-assurance (LoA) of the identity presented by an organization.
 - The date, time and place of the authentication;
 - Whether the authentication was successful or not and why.
2. Facilitate submission of a TACC Certificate Submission Request (CSR)
3. Request TACC certificate revocation if:
 - A user's private key is lost, compromised, or corrupted
 - A user having a TACC certificate is no longer affiliated with our organization

Sincerely,

{Name, Position in organization}