Texas Advanced Computing Center (TACC) PKI

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Request for TACC Local Registration Agent (LRA) Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Version</td>
<td>1.1</td>
</tr>
<tr>
<td>Date last updated</td>
<td>25 January 2009</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>V1.0</th>
<th>12Jan09</th>
<th>Initial</th>
<th>Created.</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.1</td>
<td>25Jan09</td>
<td>Revised</td>
<td>Clarify LRA from RA.</td>
</tr>
</tbody>
</table>
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}