

# **Attestation Packet Instructions and Reference**

## **Steps to Complete the Attestation Packet**

1. The Principal (you) will print out all pages of this Packet (6 pages total, including these instructions).
2. The Principal (you) will prepare Vetting Documents to validate their identity. These Vetting Documents **MUST** include one government issued signed photo ID document and two secondary forms of identification. The documents **MUST** meet the requirements of the “Requirements for Vetting Documents” section below.
3. The Principal will present this Packet including their 3 Vetting Documents directly to their Validator for attestation. **Depending on your jurisdiction, the Validator can be an active notary, lawyer / solicitor / advocate, chartered accountant / CPA or latin notary.**

**NOTE:** You are responsible for all fees charged by the Validator.

4. The Premium Secure Certificate Personal Statement Attestation page (Page 3) must be filled out by the Principal in the presence of the Validator. The Validator will then attest to this by signing and/or sealing the bottom of the document.
5. The Validator will, photocopy the photo ID provided and sign and date the photocopy.
6. After inspecting the Vetting Documents provided, the Validator will fill out and sign the Statement of Identity with Face-to-Face Validation and Third-Party Validator Information sections (Pages 4-5).
7. The Principal will make and retain a copy of the completed Packet in a secure location.
8. The Principal will follow the Final Checklist at the end of this document and return the completed Packet (pages 3-6 and the Photo ID Page) to the Registration Authority by uploading it directly to their application.

## **Requirements for Vetting Documents**

### **Photo ID (1 document)**

A current signed government-issued identification document that includes a photo of the Principal and is signed by the Principal. A photocopy of the Photo ID used to validate Principal (attested and sealed by Validator) must be included in the documents returned to the Registration Authority. Acceptable government-issued identification documents include:

- A passport;
- A driver’s license;
- A personal identification card (PAN Card, national ID card, etc);
- A concealed weapons permit;
- A military ID.

## **Secondary Documents (2 documents)**

At least two secondary documentary evidences that establish the identity of the Principal. These documents must include the name of the Principal. One of the documents **MUST** be from a financial institution.

A. Acceptable financial institution documents include:

- A major credit card; provided that it contains an expiration date and it has not expired.
- A debit card from a regulated financial institution; provided that it contains an expiration date and it has not expired.
- A mortgage statement from a recognizable lender that is less than six months old.
- A bank statement from a regulated financial institution that is less than six months old.

B. Acceptable non-financial documents include:

- Recent original utility bills or certificates from a utility company confirming the arrangement to pay for the services at a fixed address (not a mobile/cellular telephone bill).
- A copy of a statement for a payment of a lease provided the statement is dated within the past six months.
- A certified copy of a birth certificate.
- A local authority tax bill for the current year.
- A certified copy of a court order, such as a divorce decree, annulment papers, or adoption papers.

There are many possible combinations of Vetting Documents, but some examples of a valid set are:

- Photo ID: Passport, Secondary documents: a major credit card and a debit card
- Photo ID: Driver's license, Secondary documents: Debit card from a regulated financial institution & a local authority tax bill for the current year
- Photo ID: National ID Card, Secondary documents: bank statement from a regulated financial institution less than six month old & electric bill

**Premium Secure Certificate Personal Statement Attestation**  
**Utilized as Part of the Request for a Premium Secure Certificate**

**To be completed by the Principal**

**Principal's Full Name:** (Principals full legal name as it is shown on their government issued photo ID)

---

**Residential Address at which he/she can be located:**

Street Address 1:

---

Street Address 2:

---

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Birth Date: \_\_\_\_\_

**ALL Other Names by which the Principal is, or has been known:**

---

I attest by my signature below that the above personal information is true and correct and that all information contained in the Premium Certificate Request submitted to the Registration Authority is true and correct.

Principal's Signature:

---

Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Given under my hand and seal on Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Validator Signature:

---

{seal}

# Statement of Identity with Face-to-Face Validation

## Utilized as Part of the Request for a Premium Secure Certificate

The undersigned, a duly authorized (Notary Public / Lawyer / Solicitor/Chartered Accountant/CPA, Latin Notary) do hereby attest that on this day I personally met with \_\_\_\_\_ (the "Principal") and witnessed his/her signing of the Premium Secure certificate Personal Statement of Attestation. I have sealed the Premium Secure Certificate Personal Statement of Attestation with my seal as further validation of the Principal's signature.

I have reviewed the original documentation provided by the Principal used to verify his/her identity in connection with the request for a Premium Secure Certificate. I attest that the original documentation provided to me appears to be genuine and not altered in any manner, and meets the requirements of vetting documentation for a request for a Premium Secure Certificate.

The documentation presented includes a current government-issued identification document that includes a photo of the Principal and the Principal's signature, which I have photocopied. I attest by my seal on the photocopy of that document that it is a full, true and accurate reproduction of the original.

I have also reviewed two additional forms of personal identification presented by the Principal and have listed them below.

### The required financial document that identifies the Principal by name is a:

(Please check the type of document below fill in any blanks. Check only one document in this section.)

- Major credit card (number ending in \_\_\_\_\_); Expiry Date \_\_\_\_\_
- Debit card from a regulated financial institution; (number ending in \_\_\_\_\_); Expiry Date \_\_\_\_\_
- Mortgage statement from a recognizable lender that is less than six months old.
- Bank statement from a regulated financial institution that is less than six months old.

### The second unique document that identifies the Principal by name is a:

(Please check the type of document below fill in any blanks. Check only one document in this section.)

- Major credit card (number ending in \_\_\_\_\_); Expiry Date \_\_\_\_\_
- Debit card from a regulated financial institution; (number ending in \_\_\_\_\_); Expiry Date \_\_\_\_\_
- Mortgage statement from a recognizable lender that is less than six months old.
- Bank statement from a regulated financial institution that is less than six months old.
- Recent original utility bill or certificate from a utility company for services at a fixed address (not a mobile/cellular telephone bill).
- Copy of a statement for a payment dated within the past six months.
- Certified copy of a birth certificate.
- Local authority tax bill for the current year.
- Certified copy of a court order (divorce degree, annulment papers, or adoption papers)

I also attest that I am legally registered to perform such attestations in the jurisdiction of the Principal's residency as indicated on the Premium Secure Certificate Personal Statement Attestation.

Given under my hand and seal on Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Validator Signature:

\_\_\_\_\_  
\_\_\_\_\_ { seal }  
Page | 4

## **Third-Party Validator Information**

**Utilized as Part of the Request for a Premium Secure Certificate**

**Note to Validator:** In order to use this Attestation Packet in its entirety, we must confirm your status and contact details, and then contact you to authenticate it. To ensure this goes smoothly, please fill in the applicable information below.

Profession:  Notary  Lawyer/Solicitor/Advocate  Chartered Accountant / CPA  Latin Notary

Printed Name: \_\_\_\_\_

Printed Name (English): \_\_\_\_\_

Registration Agency (Bar, Accountancy Board, etc): \_\_\_\_\_

Registration Number: \_\_\_\_\_

Firm: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

## Final Checklist

Please return the completed Attestation Packet (pages 3-5 and the Photo ID Page) to the Registration Authority by email, by fax, or by uploading it directly to your application

Starfield Technologies, LLC,  
14455 N Hayden Rd Suite 219  
Scottsdale, AZ 85260  
FAX: 480.393.5009  
E-Mail: [ra@starfieldtech.com](mailto:ra@starfieldtech.com)  
Phone: 480-505-8825

The completed Packet is:

- Premium Secure Certificate Personal Statement Attestation**  
Completed, Signed by the Principal and Signed/Sealed by Validator (Page 3)
- Statement of Identity with Face-to-Face Validation Form**  
Completed, Signed/Sealed by Validator (Page 4-5)
- Photocopy of the Photo Id used to validate Principal**  
Signed/Sealed by Validator
- Remove instruction pages and Final Checklist (Pages 1,2 & 6) from packet**

