

**ATTACHMENT TO THE OPERATIONAL MANUAL  
/ CERTIFICATION PRACTICE STATEMENT  
CERTIFICATE POLICY QUALIFIED  
CERTIFICATES**

**APPROVED IDENTIFICATION DOCUMENTS**

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## 1 History of changes

Version	DatE	Changes
1.0	31/07/2020	First draft
1.1	31/01/2023	Minor Changes: Title, P.2. Update: P.3

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## 2 Purpose and scope of the document

This document, which is an attachment to the CPS Qualified Certificates of the Certification Authority Actalis S.p.A., aims to list the Italian and foreign identification documents, which, taking into account the dissemination and requests from customers and partners, have been found acceptable for the correct identification of the Holder in the processes of issuing qualified certificates of electronic signature or a qualified certificate for legal entity (certificate for electronic seal).

The documents listed below can be considered as acceptable by both the Certification Authority and its RAs.

### 3 Documents accepted

The following table shows the type of identification documents by country, which are accepted by the CA (or delegated third parties) for the verification of identity of individuals.

The operator in charge of the recognition has the right to reject the document provided by the applicant, whenever the requirements indicated by the CA aren't met, as described in the CPS Qualified Certificates of the Certification Authority Actalis S.p.A. On behalf of the CA and in response to specific and documented requests, the Certification Service Manager can also approve the verification of an identity by admitting additional identification documents, after specific checks to ascertain that further identification documents, which aren't indicated in the following list, can be verified correctly by the operators.

AUT - Austria	- passport
BEL - Belgium	- passport
BRG - Bulgaria	- passport
CYP - Cyprus	- passport
CZE - Czech Republic	- passport
DEU - Germany	- passport
DNK - Denmark	- passport
ESP - Spain	- passport
EST - Estonia	- passport
FIN - Finland	- passport
FRA - France	- passport
GBR - United Kingdom	- passport

GRC - Greece	- passport
HRV - Croatia	- passport
HUN - Hungary	- passport
IRL - Ireland	- passport
ITA - Italy	Please refer to what already described in the CPS
LTU - Lithuania	- passport
LUX - Luxembourg	- passport
LVA - Latvia	- passport
MLT - Malta	- passport
NDL - Netherlands	- passport
POL - Poland	- passport
PRT - Portugal	- passport
ROU - Romania	- passport
SVK - Slovakia	- passport
SVN - Slovenia	- passport

SWE - Sweden	- passport
SWZ - Switzerland	- passport
ISL - Iceland	- passport
NOR - Norway	- passport
Extra EU countries	- passport