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**Instructions for Setting up a -  
Digital Signature for RFV e-form**

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## INTRODUCTION

A **Digital Signature** is a mathematical product which will allow us to demonstrate the authenticity of a message or an electronic document. A digital signature provides the receiver with the certainty that:

- the message was really created by who claims to be the sender, and
- it was not modified during its transmission.

Technically speaking it is a cryptographic tool that associates and incorporates someone's (or some computer's) identity to any given message or document.

The digital signature, sort of speaking, is like our own hand-written signature. It will:

1. Allow us to accredit our identity. A valid signature on a document implies that such document can be attributed without any doubt to us.
2. Imply that we will never be able to deny that such document has been signed by us. We cannot repudiate it.
3. Allow us to confirm its integrity. Any modification produced on the document from the moment of its signature to the moment it arrives to its intended recipient will affect the status of the signature making it unrecognizable and, therefore, not valid.

### **What do you need to digitally sign a document or to check the authenticity of any digitally signed document received?**

- **Software.-** For any hand-written signature you need a writing tool (a pencil, a pen, etc.) in order to be able to exercise the action of actually signing. In the case of the digital signature you'll also need a tool although, in this case, it will be software-based tool.

Again, we can establish a comparison between the hand-writing signature and the digital signature when it comes to check its veracity. In the case of the hand-writing signature we can exercise such a check by ourselves with the help of a copy of the signature that we may have in another document or in our own mind. With the digital signature, due to its special characteristics, we will need a software-based program.

Currently, we are using *Acrobat Reader version 9 or higher* to sign electronic copies of a document and/or to check the veracity of its digital signature. In case you don't have it installed in your computer you can download it, free of charge, from Adobe's official web site: <http://www.adobe.com/es/products/reader/>

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- **A digital identity (Digital ID):** On one side, the Digital ID is necessary for the sender's to sign a document. On the other side, it will allow the receiver to properly identify the sender. The generation of the Digital ID is also possible with *Acrobat Reader version 9 or higher*.

Technically speaking, a Digital ID (Public Key Cryptography) is formed by two different keys. One of the keys is the Public Key stored in a certificate that can be shared with other users. The other one is the Private Key that must not be shared with anybody.

- The Private Key is secret and must be under the sole custody of its owner. This key is the one that will be used to sign electronic documents and messages.

- The Public Key (certificate) can be known by anyone. It will allow the receiver to check the digital signature of the sender. In other words, with this certificate the receiver will be able to identify who has sent the message and to confirm that it has not been altered during its transmission.

## CREATE A DIGITAL ID WITH ADOBE READER X

To create a Digital ID with Acrobat Reader X, please, follow the next steps:

- 1) Click on “Edit” > “Protection” > “Security Settings”:

The screenshot shows the Adobe Reader X interface with a PDF document titled '2013 08 07 RFV e-form.pdf (SECURED)'. The 'Protection' menu is open, and 'Security Settings...' is selected. The form is titled 'REQUEST FOR VISIT' and contains the following sections:

All fields must be completed and the form communicated via Government-to-Government

**REQUEST FOR VISIT**

TO:

(Country / international organisation name)

2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input type="checkbox"/> CONFIDENTIAL or above	No. of sites <input type="text" value="1"/>
<input type="checkbox"/> Access to security areas without access to classified information / material	No. of visitors <input type="text" value="1"/>
<i>Only if required by the laws / regulations of the countries involved</i>	
<input type="checkbox"/> Unclassified / RESTRICTED	

**4. ADMINISTRATIVE DATA:**

Requestor: <input type="text"/>	NSA/DSA RFV Reference No. <input type="text"/>
To: <input type="text"/>	Date (dd/mm/yyyy): <input type="text"/>

2) Then, select “Digital IDs” and press “Add ID”:

2013 06 07 REV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 5 133%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**Security Settings**

Digital IDs (selected)  
Directory Servers  
Time Stamp Servers

**Add ID** (highlighted)

Usage Options Certificate Details Export Refresh Remove ID

Name Issuer Storage Mechanism Exp

**1. TYPE OF**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**MANAGE MY DIGITAL IDS**

This is a list of the **digital IDs** that are available for your use on this computer. Digital IDs are *private* and should not be shared. They are used when you create a digital signature or when you decrypt documents that are encrypted for you using *Certificate Security*.

Each digital ID has a corresponding *public* certificate which contains identifying information about you and which you can share with others. This certificate is used by others to encrypt documents for you, or to validate your digital signatures. Select one of the entries above and click *Certificate Details* to view information from your certificate. Use *Export* to share your certificate with others.

Use *Set Default* to set or clear which digital ID is used by default when you sign or encrypt documents. Use *Add ID* to add a new digital ID or to find an existing digital ID and add it to this view. Use *Remove ID* to permanently remove a digital ID from this list and wherever it is stored.

**4. ADMINISTRATIVE DATA:**

Requestor:

NSA/DSA RFV Reference No.

To:

Date (dd/mm/yyyy):

es 1

sitors 1

3) After that, select “A new digital ID I want to create now” and press “Next”:

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**1. TYPE OF**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

**Add Digital ID**

Add or create a digital ID to sign and encrypt documents. The certificate that comes with your digital ID is sent to others so that they can verify your signature. Add or create a digital ID using:

☐ My existing digital ID from:  
☐ A file:  
☐ A roaming digital ID accessed via a server  
☒ A device connected to this computer  
☐ A new digital ID I want to create now

Cancel < Back Next >

**4. ADMINISTRATIVE DATA:**

Requestor:  NSA/DSA RFV Reference No.

To:  Date (dd/mm/yyyy):

es 1  
itors 1

4) Next, select “New PKCS#12 digital ID file” and press “Next”:

2013 08 01 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 5 133%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**1. TYPE OF V**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

**Add Digital ID**

Where would you like to store your self-signed digital ID?

☒ New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

☐ Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

**4. ADMINISTRATIVE DATA:**

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

es 1

sitors 1



5) Then, please fill up the following fields and, once you have finished, press “Next”:

- i) Name:
- ii) Organizational Unit:
- iii) Organization Name:
- iv) Email Address:
- v) Country / Region:
- vi) Key Algorithm: 1024-bit RSA.
- vii) Use digital ID for: Digital Signatures and Data Encryption.

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

Add ID Usage Options Certificate Details Export Refresh Remove ID

Name Issuer Storage Mechanism Exp 201

**Add Digital ID**

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g., John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region: ES - SPAIN

☐ Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

**1. TYPE OF V...**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**4. ADMINISTRATIVE DATA:**

Requestor: NSA/DSA RFV Reference No.

To: Date (dd/mm/yyyy):

10/42

6) After that, please specify the following:

- i) The location where you want to store the Digital ID (it is a .pfx file).
- ii) The password (necessary for using that Digital ID). This password must contain, at least, 6 characters although we recommend, for security reasons, that it contains, at least, 8 characters mixing up uppercase and lowercase letters, digits and symbols.
- iii) Press “Finish”.

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

Security Settings

Digital IDs  
Directory Servers  
Time Stamp Servers

Add ID Usage Options Certificate Details Export Refresh Remove ID

Name Issuer Storage Mechanism

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: C:\Documents and Settings\All Users\Desktop\program\Addid\Addid.pfx Browse...

Password: \*\*\*\*\* Strong

Confirm Password: \*\*\*\*\*

Cancel < Back Finish

1. TYPE OF V

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

PRIMARY

es 1  
itors 1

4. ADMINISTRATIVE DATA:

Requestor: NSA/DSA RFV Reference No.  
To: Date (dd/mm/yyyy):

7) Once finished, you should see the following window as it appears in the image below:

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

Add ID Usage Options Certificate Details Export Refresh Remove ID

Name	Issuer	Storage Mechanism	Exp
Dulce <asic@areatec.com>	Dulce <asic@areatec.com>	Digital ID File	201

**1. TYPE OF V**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**MARY**

es 1  
itors 1

**4. ADMINISTRATIVE DATA:**

Requestor:  NSA/DSA RFV Reference No.

To:  Date (dd/mm/yyyy):

Dulce  
ONS  
Issued by: Dulce  
ONS  
Valid from: 2013/09/05 11:44:44 +02'00'  
Valid to: 2018/09/05 11:44:44 +02'00'  
Intended usage: Sign transaction, Encrypt document

## EXPORT A PUBLIC KEY (CERTIFICATE) FROM OUR DIGITAL ID

Exporting a certificate from our Digital ID will allow other users, to whom you decide to share it with, to identify all those documents that you have signed with it.

Technically speaking, a digital certificate is an electronic file that associates a given public key with the identity of its owner (and its Digital ID).

Additionally, apart from the public key and the identity of its owner, a digital certificate may contain other information in order to, for example, set the public key's conditions of use, the dates of validity of the certificate, etc.

To export a certificate from your Digital ID using Acrobat Reader 9.0, please follow the next steps:

1) Click on “Edit” > “Protection” > “Security Settings”:

The screenshot shows the Adobe Reader 9.0 interface with a PDF document titled '2013.08.07 RFV e-form.pdf (SECURED)'. The 'Edit' menu is open, and the 'Protection' > 'Security Settings...' path is highlighted. The main content area displays a 'REQUEST FOR VISIT' form. The form has a yellow header with the title 'REQUEST FOR VISIT' and a sub-header 'TO: (Country / international organisation name)'. Below this, the form is divided into three main sections: '1. REQUEST', '2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS', and '3. SUMMARY'. Section 1 contains a table with two columns: '2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS' and '3. SUMMARY'. The table has two rows. The first row has a checkbox for 'CONFIDENTIAL or above' and a text input for 'No. of sites' with the value '1'. The second row has a checkbox for 'Access to security areas without access to classified information / material' and a text input for 'No. of visitors' with the value '1'. Below the table, there is a section for 'Only if required by the laws / regulations of the countries involved' with a checkbox for 'Unclassified / RESTRICTED'. Section 4, 'ADMINISTRATIVE DATA:', contains fields for 'Requestor:', 'To:', 'NSA/DSA RFV Reference No.', and 'Date (dd/mm/yyyy):'. The 'Requestor:' and 'To:' fields are empty text boxes. The 'NSA/DSA RFV Reference No.' field is a text box with a blue background. The 'Date (dd/mm/yyyy):' field is a text box with a blue background.

2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input type="checkbox"/> CONFIDENTIAL or above	No. of sites <input type="text" value="1"/>
<input type="checkbox"/> Access to security areas without access to classified information / material	No. of visitors <input type="text" value="1"/>

Only if required by the laws / regulations of the countries involved

☐ Unclassified / RESTRICTED

**4. ADMINISTRATIVE DATA:**

Requestor: <input type="text"/>	NSA/DSA RFV Reference No. <input type="text"/>
To: <input type="text"/>	Date (dd/mm/yyyy): <input type="text"/>

2) After that, select “Digital IDs” and choose “Export”:

2013 08 01 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 5 133%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

Add ID Usage Options Certificate Details Export Refresh Remove ID

Name	Issuer	Storage Mechanism	Exp
Dulce <asir@areatec.com>	Dulce <asir@areatec.com>	Digital ID File	201

**1. TYPE OF V**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**MARY**

es 1

sitors 1

Dulce  
ONS  
Issued by: Dulce  
ONS  
Valid from: 2013/09/05 11:44:44 +02'00'  
Valid to: 2018/09/05 11:44:44 +02'00'  
Intended usage: Sign transaction, Encrypt document

**4. ADMINISTRATIVE DATA:**

Requestor:

NSA/DSA RFV Reference No.

To:

Date (dd/mm/yyyy):



3) Then, select “Save the data to a file” and press “Next”:

2013 08 01 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

**1. TYPE OF V**

☐ One-time  
☐ Recurring  
☐ Emergenc  
☐ Amendme

**4. ADMINISTRATIVE DATA:**

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

**Security Settings**

Digital IDs  
Directory Servers  
Time Stamp Servers

Add ID Usage Options Certificate Details Export Refresh Remove ID

Name	Issuer	Storage Mechanism	Exp
dsimoneta@central.es - 8018 <dsimo...	CIS-ECS-INT	Windows Certificate Store	201
Dulce <asic@areatec.com>	Dulce <asic@areatec.com>	Digital ID File	201

**Data Exchange File - Export Options**

You have chosen to export the following data:

**My Certificate(s)**

Certificates are exported to allow the recipients to validate signatures created by you and to encrypt documents for you. Exporting your certificate does not export your private key.

Export Options

Select whether you want to save the data to a file or share it via email:

☐ Email the data to someone  
☒ Save the data to a file

Next Cancel

- 4) Now, store your Digital ID certificate in the field that you choose. It is advisable to store it as “.cer”. You will find it in the “Type” box as it is shown in the image below:

2013 08 01 REV E-Formapdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

Security Settings

Digital IDs  
Directory Servers  
Time Stamp Servers

1. TYPE OF

☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment

2. PRIMARY

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Guardar como

Guardar en: Reader 10.0

Es  
Reader  
Resource  
Setup Files

Nombre: CerExchangeDulce.cer

Tipo: Certificate File (\*.cer)

4. ADMINISTRATIVE DATA:

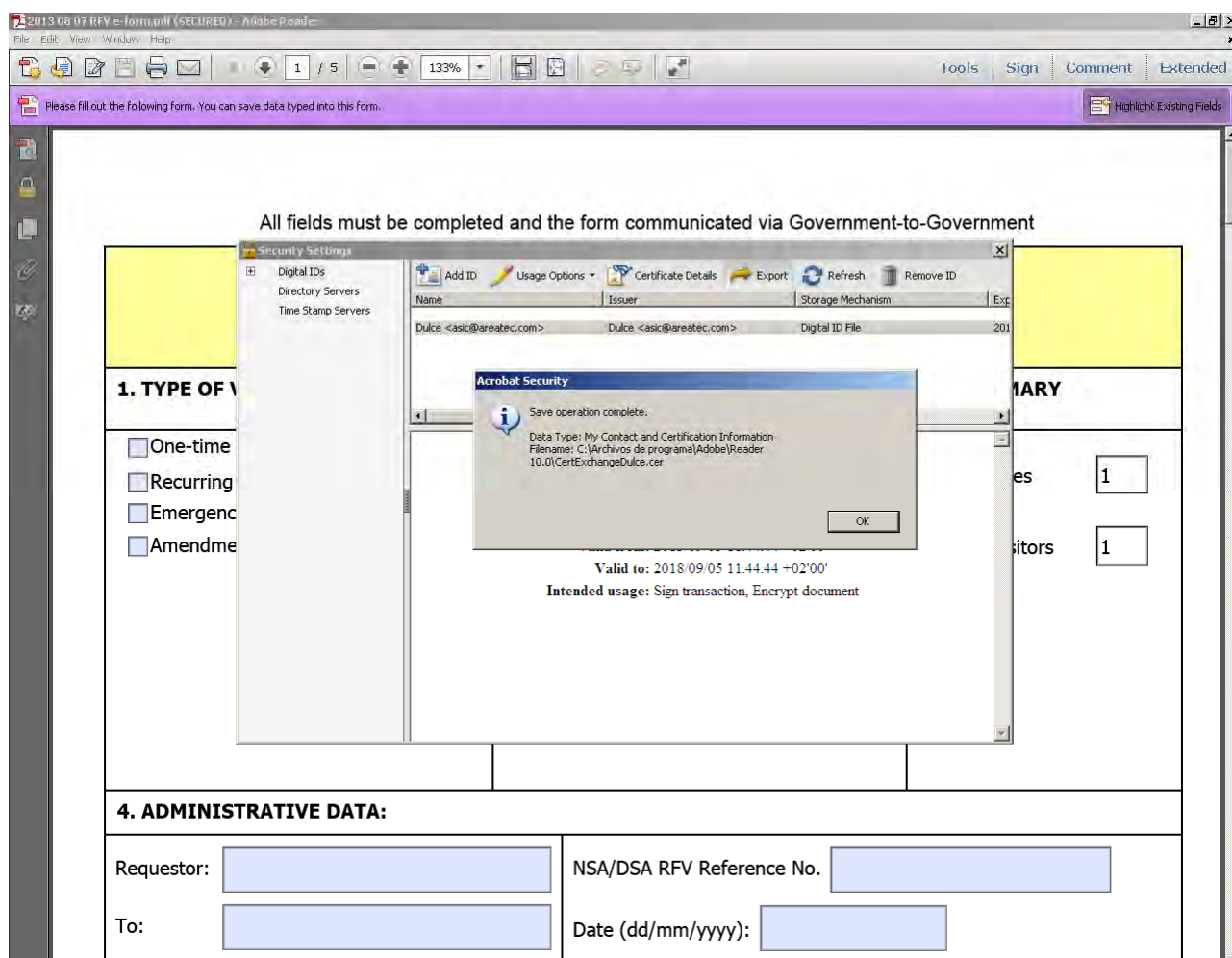
Requestor:

NSA/DSA RFV Reference No.

To:

Date (dd/mm/yyyy):

5) Once you have pressed “Save”, the following message should appear in your screen:



This means that the certificate of your Digital ID has been successfully exported. After that, you'll notice that there is a new file in the location you selected previously with the following appearance:





## CONFIGURE ACROBAT READER X FOR THE VALIDATION OF THE DIGITAL SIGNATURE

Now, we will describe the procedure for the installation of public certificates from trusted Digital IDs in the Acrobat Reader X software installed in your computer. In other words, you are going to configure Acrobat Reader so it can recognize the signatures of the documents you may receive and you will also be able to confirm the identity of the sender and the integrity of the document.

1) Click on “Edit” > “Protection” > “Manage Trusted Identities”:

The screenshot shows the Adobe Reader interface with a PDF document titled "2013 08 07 RFV e-form.pdf (SECURED)". The document contains a form titled "REQUEST FOR VISIT" with the following sections:

**TO:**  (Country / international organisation name)

2. TYPE OF INFORMATION / MATERIAL OR SITE ACCESS	3. SUMMARY
<input type="checkbox"/> CONFIDENTIAL or above	No. of sites <input type="text" value="1"/>
<input type="checkbox"/> Access to security areas without access to classified information / material	No. of visitors <input type="text" value="1"/>
Only if required by the laws / regulations of the countries involved	
<input type="checkbox"/> Unclassified / RESTRICTED	

**4. ADMINISTRATIVE DATA:**

Requestor: <input type="text"/>	NSA/DSA RFV Reference No. <input type="text"/>
To: <input type="text"/>	Date (dd/mm/yyyy): <input type="text"/>

The "Protection" menu is open, showing options like "Security Properties", "Manage Trusted Identities...", and "Import Security Settings".

2) Then, select “Add contacts”:

2019 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 5 133%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

**1. TYPE OF VISIT REQUEST**  
☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment

**3. SUMMARY**  
No. of sites   
No. of visitors

**4. ADMINISTRATIVE DATA:**  
Requestor:   
To:

NSA/DSA RFV Reference No.   
Date (dd/mm/yyyy):

Manage Trusted Identities

Display: Contacts

Name

Add Contacts...

Request Contact...

Details...

Export...

Delete

New Group...

Help

Close

☐ Unclassified / RESTRICTED

- 3) After that, press “Browse” and search the certificate you want to install in the location where you have stored it (it may have different extensions: “.fdf”, “.p7c”, “.p7b”, “.crt”, although the most common one is “.cer”)

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

### 1. TYPE OF VISIT REQUEST

☐ One-time

☐ Recurring

☐ Emergency

☐ Amendment

### 3. SUMMARY

No. of sites

No. of visitors

### 4. ADMINISTRATIVE DATA:

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

### Choose Contacts to Import

This dialog will allow you to select contacts to import into your trusted identities. You can also set the trust for any certificates associated with the contacts being imported.

Name	Email
------	-------

Certificates

This list displays the certificates associated with the currently selected contact.

Subject	Issuer	Expires
---------	--------	---------

- 4) The certificate will appear in the upper field ("Contacts") of the window, as it is shown in the image below. After that, press "Import".

2013 08 01 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 5 133%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

### 1. TYPE OF VISIT REQUEST

☐ One-time

☐ Recurring

☐ Emergency

☐ Amendment

### 3. SUMMARY

No. of sites

No. of visitors

### 4. ADMINISTRATIVE DATA:

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

### Choose Contacts to Import

This dialog will allow you to select contacts to import into your trusted identities. You can also set the trust for any certificates associated with the contacts being imported.

Name	Email
Isaac Dulce	asik@areatec.com

Certificates

This list displays the certificates associated with the currently selected contact.

Subject	Issuer	Expires
---------	--------	---------

- 5) Then, a window will appear informing you that the certificate and its contact have been correctly imported.

2019 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

**1. TYPE OF VISIT REQUEST**  
☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment  
  
☐ Unclassified / RESTRICTED

**3. SUMMARY**  
No. of sites   
No. of visitors

**4. ADMINISTRATIVE DATA:**  
Requestor:   
To:   
NSA/DSA RFV Reference No.   
Date (dd/mm/yyyy):

**Import Complete**  
Import details:  
Importing Contact 'Dulce' succeeded.  
1 certificate(s) imported and added to 'Dulce'.  
OK

**Manage Trusted Identities**  
Display: Contacts  
Name   
Add Contacts...  
List Contact...  
Details...  
Export...  
Delete  
Group...  
Help  
Close

6) Once you press “OK” the contact should appear in your screen as follows:

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

**1. TYPE OF VISIT REQUEST**  
☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment  
  
☐ Unclassified / RESTRICTED

**Manage Trusted Identities**  
Display: Contacts  
Name: Dulce  
Add Contacts...  
Request Contact...  
Details...  
Expires...  
Delete  
New Group...  
Help Close

**3. SUMMARY**  
No. of sites: 1  
No. of visitors: 1

**4. ADMINISTRATIVE DATA:**  
Requestor:   
To:   
NSA/DSA RFV Reference No.   
Date (dd/mm/yyyy):



- 7) The certificate is already installed. However, you still have to configure the identities to which Adobe Reader will trust. Before using any contact and his certificate, it is necessary to indicate to the program that the certificate that you have already installed is **trustful**. To this aim you will have to do the following:
- 8) Select which contact you would like Acrobat Reader to recognize as trustful and then press “Details”:

The screenshot shows the Adobe Reader interface with a PDF form titled "REQUEST FOR VISIT". The form is divided into several sections: "1. TYPE OF VISIT REQUEST", "3. SUMMARY", and "4. ADMINISTRATIVE DATA". A "Manage Trusted Identities" dialog box is open, displaying a list of contacts with "Dulce" selected. The "Details..." button in the dialog is highlighted with a red rectangle. The form includes fields for "Requestor:", "To:", "NSA/DSA RFV Reference No.", and "Date (dd/mm/yyyy)".

2013 08 07 RFV E-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

**1. TYPE OF VISIT REQUEST**

☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment

**3. SUMMARY**

No. of sites   
No. of visitors

**4. ADMINISTRATIVE DATA:**

Requestor:   
To:   
NSA/DSA RFV Reference No.   
Date (dd/mm/yyyy):

**Manage Trusted Identities**

Display: Contacts

Dulce

Add Contacts...  
Request Contact...  
Details...  
Export...  
Delete  
New Group...  
Help  
Close

☐ Unclassified / RESTRICTED

9) Then, select the certificate you would like to mark as trustful and press “Edit Trust”:

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form.

Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

### 1. TYPE OF VISIT REQUEST

☐ One-time

☐ Recurring

☐ Emergency

☐ Amendment

### 3. SUMMARY

No. of sites

No. of visitors

### 4. ADMINISTRATIVE DATA:

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

### Manage Trusted Identities

Display: Contact

Name: Dulce

Contact Name: Dulce

Email Address: asic@areatec.com

Contact Information:

Name	Issuer	Expires
Dulce <...>	Dulce <as...>	2018/09/...

Associate Certificate...

Remove Association

**Edit Trust...**

Show Certificate...

OK Cancel

☐ Unclassified / RESTRICTED



10) After that, please click on “Use this certificate as a trusted root” and press “OK”:

The screenshot shows a PDF form titled "2013 08 07 REV e-form.pdf (SECURED)" in Adobe Reader. An "Import Contact Settings" dialog box is open in the center. The dialog box contains the following information:

- Certificate Details:**
  - Subject: Dulce <asic@areatec.com>
  - Issuer: Dulce <asic@areatec.com>
  - Usage: Sign transaction, Encrypt document
  - Expiration: 05/09/2018 9:44:44
- Trust:** Policy Restrictions
- Policy Restrictions:**
  - A certificate used to sign a document must either be designated as a trust anchor or chain up to a trust anchor in order for signature validation to succeed. Revocation checking is not performed on or above a trust anchor.
  - ☒ Use this certificate as a trusted root
  - If signature validation succeeds, trust this certificate for:
    - ☒ Signed documents or data
    - ☐ Certified documents
    - ☐ Dynamic content
    - ☐ Embedded high privilege JavaScript
    - ☐ Privileged system operations (networking, printing, file access, etc.)

The background form has the following sections:

- 1. TYPE OF VISIT REQUEST**
  - ☐ One-time
  - ☐ Recurring
  - ☐ Emergency
  - ☐ Amendment
- 3. SUMMARY**
  - No. of sites: 1
  - No. of visitors: 1
- 4. ADMINISTRATIVE DATA:**
  - Requestor: [Text Field]
  - To: [Text Field]
  - NSA/DSA RFV Reference No. [Text Field]
  - Date (dd/mm/yyyy): [Text Field]

11) Next, click on “OK” located inside the *Edit Contact* box.

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

### 1. TYPE OF VISIT REQUEST

☐ One-time

☐ Recurring

☐ Emergency

☐ Amendment

### 3. SUMMARY

No. of sites

No. of visitors

### 4. ADMINISTRATIVE DATA:

Requestor:

To:

NSA/DSA RFV Reference No.

Date (dd/mm/yyyy):

### Manage Trusted Identities

Display: Contact

Name: Dulce

Contact Name: Dulce

Email Address: asic@areatec.com

Contact Information:

Name	Issuer	Expires
Dulce <...>	Dulce <as...>	2018/09/...

Associate Certificate...

Remove Association

Edit Trust...

Show Certificate...

OK Cancel

☐ Unclassified / RESTRICTED

12) And, last but not least, press “Close” located inside the *Manage Trusted Identities* box:

2013 08 07 RFV e-form.pdf (SECURED) - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

All fields must be completed and the form communicated via Government-to-Government

## REQUEST FOR VISIT

**1. TYPE OF VISIT REQUEST**  
☐ One-time  
☐ Recurring  
☐ Emergency  
☐ Amendment

**Manage Trusted Identities**  
Display: Contacts  
Name  
Dulce  
Add Contacts...  
Request Contact...  
Details...  
Expires...  
Delete  
New Group...  
Help  
Close

**3. SUMMARY**  
No. of sites 1  
No. of visitors 1

☐ Unclassified / RESTRICTED

**4. ADMINISTRATIVE DATA:**

Requestor:		NSA/DSA RFV Reference No.	
To:		Date (dd/mm/yyyy):	