NASA/MSFC PKI CERTIFICATE APPLICATION

Qualifications for obtaining a PKI can be found at: ***http://pki.msfc.nasa.gov*** *. This form must be filled out completely. Any form lacking information will be disregarded. Privileges are audited regularly. If access is used improperly, the privilege will be removed.* ***(For Instructions, see next page of this form.)***

USER INFORMATION

Name (Last, First, MI):	Citizenship:	If citizenship is not U.S., enter citizenship status (Permanent Resident, Foreign National, etc.):
Organization:	If non-Government employee, identify official relationship to NASA (grant, MOU, contract, etc.):	
Mail Code:	Building/Room Number:	Work Phone Number (include area code):
Work Mailing Address:	Home Mailing Address:	
Location/NASA Center:	IDS/DDS User ID:	E-mail Address:

Action Required: (It is your responsibility to notify us when this account is no longer required.)

☐ Request New User Account ☐ Change User Information

Date To Be Revoked (if applicable):

Purpose for Use of Certificate:

Conditions of Issuance

I acknowledge and declare that, prior to applying for, accepting or using the NASA Public Key Certificate, I have read and accepted the conditions in the NASA PKI Subscriber Agreement. The NASA PKI Subscriber Agreement is available on the Internet at http://nasaca.nasa.gov/docs.html. I am aware that the X.509 Certificate Policy for NASA PKI and the NASA Certification Authority Certification Practice Statement are available on the Internet at ***http://nasaca.nasa.gov/docs.html*** *and I accept the subscriber obligations and responsibilities contained therein as summarized in the NASA PKI Subscriber Agreement. I hereby certify that the information provided by me is true and correct to the best of my knowledge and belief.*

I certify that I am the individual described in the attached NASA/MSFC PKI Certificate Application and acknowledge receipt of the corresponding Registration Number and Authorization Code for my PKI Certificate.

Applicant Signature/Date:

REQUESTOR ORGANIZATIONAL APPROVAL

E-mail Address:			Phone Number (include area code):
Validity Period		Legal Name (Last, First, MI) and Official Title:	Supervisor's Signature/Date:
From	To		

COTR APPROVAL (FOR CONTRACTORS ONLY)

Validity Period (Required)		Legal Name (Last, First, MI) and Official Title:	COTR's Signature/Date:
From	To		

RA ACTION

Date of Request:	Date Received:	Date User Notified:	RA Signature/Date:

Comments:

INSTRUCTIONS

1. Read the conditions of issuance set forth in the NASA/MSFC PKI Subscriber Agreement at http://nasaca.nasa.gov/docs.html . If you accept these conditions, electronically complete MSFC Form 4378. (Note: The requester is responsible for assuring that their User ID and E-Mail Address are correct or the request will be rejected.) *

2. E-mail the completed form to your supervisor with the subject "PKI app - user name".

3. For contractors, the user's supervisor will digitally sign the request (or manually sign the hardcopy form), then forward to the appropriate NASA/MSFC COTR. Contractor management designated by the assigned NASA/MSFC COTR may apply for PKI Certificates by sending the application directly to the NASA/MSFC COTR (by either e-mail or manually). The **validity period** for a contractor application is the earliest of the contract termination date or two 2 years.

4. The NASA/MSFC supervisor or NASA/MSFC COTR will digitally sign the request (or manually sign the hardcopy form).

5. The supervisor or COTR will forward the request via e-mail to PKIRA@msfc.nasa.gov, and return any hardcopies to the user.

6. The RA will notify the user when the application is accepted and processed or rejected.

7. The user (in person) will verify their identity to the RA by showing their MSFC badge and any government-issued picture identification (i.e., state driver's license, etc.). The original paper form (MSFC Form 4378) with signatures, must be provided if the original was not digitally signed by the supervisor (and COTR if contractor.

8. The user (in person) will sign MSFC Form 4378-1 (NASA/MSFC PKI Subscriber Agreement) and accept the Registration Number and Authorization Code.

9. The user must activate their PKI Certificate within 14 days or the Registration Number and Authorization Code will expire and it will be necessary to reissue them.

* To verify your User ID and E-Mail Address (X500), contact the Help Desk at 544-HELP and select Option 7.