

MEMORANDUM



Date _____

The purpose of the memorandum is to document the agreement between the _____ and the U.S. Government Printing Office (GPO) for GPO Public Key Infrastructure (PKI) certificate services. In particular, this agreement covers:

- 1) Agency agreement to use the GPO PKI for certificate services and related Directory naming and services
- 2) Operation of a Registration Authority (RA) function associated with the GPO PKI (optional)
- 3) Identification of Agency personnel authorized to approve GPO Certificate Registration and Certificate Revocation forms on behalf of _____.

If the Agency chooses 2) above and operates a RA function, then in accordance with the GPO PKI Certificate Practices Statement (CPS), entity RA personnel at the _____, shall follow all aspects of the GPO CPS and CPS RA procedures when administering certificate services (including certificate issuance, revocation and key recovery) for _____ Subscribers (PKI users). Entity RA's from the _____ shall be required to utilize certificates stored on hardware tokens (just as GPO RA's are required to do), and shall follow all aspects of the GPO PKI CPS for RA operations. The hardware tokens shall be supplied by the GPO RA during Entity RA enrollment.

MEMORANDUM



GPO:

_____ Date: _____

John L. Hannan
Government Publishing Office
GPO PKI Operational Authority
Chief Information Security Officer

_____:

_____ Date: _____

_____ Representative

_____ (printed Name)

_____ Representative

_____ **Job Title**

MEMORANDUM



Authorized Approval Signatures for Certificate Registration and Revocation
(at least two representatives are required below)

_____ Date: _____
_____ Representative

_____ (printed Name)
_____ Representative

Job Title

_____ Date: _____
_____ Representative

_____ (printed Name)
_____ Representative

Job Title

_____ Date: _____
_____ Representative

_____ (printed Name)
_____ Representative

Job Title