

5 EASY STEPS TO VALIDATION

Follow this to easily navigate the organization validation process and activate your green padlock and HTTPS security indicators.

1 Organization Authentication

Comodo must make sure your business is real. Your legal entity name must be registered and active within your country/state and match your enrollment. If using a trade name, assumed name or DBA; make sure all fictitious registration filings are also up-to-date.



PREFERRED METHOD

The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your business entity registration status. Everything must match enrollment details exactly.



COMMON ISSUES

These result in delays

- Submitted wrong business name.
- Official registration details are outdated/expired.
- Fails to complete any alternative methods.
- Refusal to pay more for legal/accountant signature on letter.



ALTERNATIVE METHODS

If you can't do preferred way

- Official Registration Documents – Comodo will accept business registration documents (i.e. Articles of Inc., Chartered License, DBA Statement) that were issued from your local government.
- Dun & Bradstreet – Comodo can use a comprehensive DUNS Credit Report to verify specific details associated with the business entity.
- Legal Opinion Letter – If your business entity registration details are not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-4.



ALTERNATIVE METHODS

If you can't do preferred way

- Official Registration Documents - Comodo will accept business registration documents (i.e. Articles of Inc., Chartered License, DBA Statement) that were issued from your local government.
- Dun & Bradstreet - Comodo can use a comprehensive DUNS Credit Report to verify he physical address associated with your business entity.
- Legal Opinion Letter – If your physical address is not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-4.



PREFERRED METHOD

The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your business entity physical address. Everything must match enrollment details exactly.



COMMON ISSUES

These result in delays

- Some gov't databases or registration docs (i.e. Delaware) do not list business's address.
- Dun & Bradstreet displays outdated entity details.
- Refusal to pay more for legal/accountant signature on letter.
- Entity is registered through a third-party agency (i.e. offshore) and applicant can't verify physical presence.



Locality Presence 2

Comodo needs to verify the legal entity has a physical presence within the registered country/state. Comodo does not need to verify the street address (i.e. 1255 Broad Street); just the locality/city (i.e. Clifton, NJ).



3 Telephone Verification

You must have an active telephone phone number listing that's verifiable by an acceptable telephone directory online. Listings must display the EXACT same verified business name and physical address.



PREFERRED METHOD

The easy & fastest way

Online Government Database – Comodo looks at the official website of your country/state that publically displays your telephone number.



COMMON ISSUES

These result in delays

- Majority of online gov't databases don't display telephone numbers.
- Telephone listings in third-party directories or Dun & Bradstreet display outdated entity details or telephone numbers.
- Applicants refuse to publically display company phone number temporarily.
- Refusal to pay more for legal/accountant signature on letter.



ALTERNATIVE METHODS

If you can't do preferred way

- Third-Party Directory – Comodo can use an existing or new telephone listed in Dun and Bradstreet and the Better Business Bureau as long as the verified business details are the same.
- Legal Opinion Letter – If your telephone number is not publically available, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-4.



ALTERNATIVE METHODS

If you can't do preferred way

- Update WHOIS record - If details are outdated or privacy is enabled, you can update the record and request Comodo to check details again.
- Domain Confirmation Email - This email can be sent to the WHOIS registrar email address or one of the 5 pre-approved email addresses (i.e. admin@, administrator@, webmaster@, hostmaster@, postmaster@)
- File-Based Authentication – Comodo provides you with a text file to be uploaded to the root directory of your website and then verified by Comodo.
- Legal Opinion Letter – If your details can't been seen or updated, you can have your legal counsel or professional/charted accountant verify by signing a letter. This will also satisfy steps 1-4.



PREFERRED METHOD

The easy & fastest way

WHOIS - This database displays domain registrar information and the record must be publically available and display the verified business name with corporate identifier (if applicable) and physical address.



COMMON ISSUES

These result in delays

- Cannot update the WHOIS record or create an accepted alias email.
- Do not have access to the server to upload a text file.
- Refusal to pay more for legal/accountant signature on letter.



Domain Verification 4

You must prove ownership of the domain(s) submitted with the order.



5 Final Verification Call

Comodo must speak with you or the specified applicant (site admin) using the verified business telephone number using the order details.



PREFERRED METHOD

The easy & fastest way

Verified Business Telephone Number – This is the telephone number pulled from an acceptable telephone resource used to call you directly.



COMMON ISSUES

These result in delays

- Unable to answer the telephone during normal operating hours.
- No operator or colleague to transfer/provide alternative telephone number to be reached at.



ALTERNATIVE METHODS

If you can't do preferred way

- Extension or IVR - If the verified telephone number is not the applicant's direct line, Comodo can enter an extension (if provided) or follow an IVR to connect directly to you.
- Transfer or Alternative Telephone Number - If the verified telephone number is, not the applicants direct line, Comodo can either be transferred or obtain another telephone number from a colleague after initiating the call using the verified telephone number.

