



03.02.2026

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## Guidelines for the Registration Identification Officer

Status: released

### 1 Initial situation

#### 1.1 The role of the Registration Identification Officer (RIO)

The RIO acts on behalf of a Local Registration Authority Officer (LRAO / LRA Officer). On behalf of the LRAO, the RIO formally identifies an applicant for digital certificates and confirms this with the signature. The applicant is informed of his / her rights and obligations and signs the «[User Agreement and Terms and Conditions for Advanced Class B Certificates \(for natural person\) of the Swiss Government PKI](#)».

#### 1.2 Requirements for the role of RIO

- The RIO has been tasked by an LRAO with identifying applicants for digital certificates.
- The RIO is aware of the postal address of the LRAO from which he / she received the assignment and vice versa.
- The RIO has a photocopier available for use.
- The RIO has copies of the currently valid «[User Agreement and Terms and Conditions for Advanced Class B Certificates \(for natural person\) of the Swiss Government PKI](#)».
- The RIO has smartcards (prestaged) available that can be handed out to applicants.
- The RIO has copies of the currently valid RIO checklists.

## 2 Procedure for the RIO

### 2.1 Compiling the request / checking the applicant's details

- 1) The applicant, his / her human resources department, or the person responsible fills out a form for the issuance of a Class B certificate via RIO. Only the first part of the form needs to be filled out, and it must be signed by the applicant. The application is then sent to RIO by e-mail or post, or delivered to RIO by the applicant.

 Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra		Federal Department of Finance FDF Federal Office of Information Technology, Systems and Telecommunication FOITT Swiss Government PKI	
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<b>Class B: RIO Application for the issuance of Class B certificates</b> <b>Form for the transmission of the applicant information to the LRAO</b> Status: released			
<b>1 Applicant details (to be completed by the applicant and sent to the RIO)</b>			
The applicant hereby orders a prestaged smartcard for the issuance of class B certificates of the Swiss Government PKI			
Last name, first name	Musterberg, Brigitte		
Departement / Office / Canton	EFD / EAZ		
Email address	brigitte.musterberg@eaz.admin.ch		
Phone number	078 123 45 67		
Place / date	Bern, 03.02.2026	Signature	<i>B. Musterberg</i>
<b>2 Identification and card allocation (to be completed by RIO together with the applicant and sent to the LRAO)</b>			
The applicant receives a prestaged smartcard from the RIO which, once the application has been approved by the LRAO, can be unlocked using the activation code (Token-Unseal-Code) communicated/sent.			
<b>The RIO assigns the applicant a smartcard with the following identification numbers</b>			
Serial number (mandatory)	EB739C027E467829A		
Card number or LegicID (optional)			
By signing, the RIO and the applicant confirm that they have met in person, that the smartcard with the above-mentioned serial number has been delivered and that the applicant's identity has been verified on the basis of a valid travel document.			
RIO		The applicant	
Last name, first name	Kontroller Mario	S/N of the document	CHE89761234000
Place / date	Bern, 03.02.2026	Place / date	Bern, 03.02.2026
Signature	<i>M. Kontroller</i>	Signature	<i>B. Musterberg</i>

- 2) The RIO compares the data entered in the form with the references in the Confederation's Admin Directory and with the data in the travel document (identity card or passport).
- 3) If the data matches, the RIO proceeds with the identification of the applicant.

## 2.2 Identification

To identify the applicant, the RIO checks the following points:

- Does the person in front of the RIO match the photo on the document?
  - Is the identity document valid?
    - → Is this a valid document for entering Switzerland?  
(Identity card or passport only)
    - → Has the document not expired yet?
    - → Can at least four valid security features be identified?
    - → Does the signature on the application form match the one on the travel document?
- 4) If, after these checks, the RIO has no doubts about the identity of the applicant, he / she shall enter the number of the document presented by the applicant for identification purposes on the form (if, on the other hand, the RIO has doubts about the identity of the applicant, the identification process shall be interrupted and the LRAO notified about the irregularity of the assignment).
- 5) Next, the RIO gives the applicant a prestaged card provided by the LRAO, writes the card's serial number on the form, and informs the applicant that from that moment on, he / she is solely responsible for the smartcard.
- 6) Finally, the RIO formalises the identification with his signature and gives the form to the applicant, who in turn signs it to confirm receipt of the card.

Die antragstellende Person bestellt hiermit eine vorbereitete Smartcard zur Ausstellung von Klasse B Zertifikaten der Swiss Government PKI			
Name, Vorname	Musterberg, Brigitte		
Department / Amt / Kanton	EFD/EAZ		
E-Mailadresse	brigitte.musterberg@eaz.admin.ch		
Telefonnummer	0786942		
Ort / Datum	Bern, 28.11.2025	Unterschrift	<i>B. Musterberg</i>

  

**2 Identifikation und Kartenzuteilung (vom RIO zusammen mit der antragstellenden Person zu kompletieren und dem LRAO zuzustellen)**

Die antragstellende Person erhält vom RIO eine vorbereitete Smartcard, die nach Antragsfreigabe vom LRA-Officer mit dem mitgeteilten / zugesendeten Aktivierungscode (Token-Unseal-Code) entsiegelt werden kann.

Der RIO teilt der antragstellenden Person die Smartcard mit folgenden Erkennungsnummern zu	
Seriennummer (zwingend)	EB739C027E467829A
Kartenummer oder LegicID (optional)	

Der RIO und die Antragstellende Person bestätigen mit ihrer Unterschrift, dass eine persönliche Begegnung, die Übergabe der Smartcard mit oben genannter Seriennummer und die Identifikation anhand eines gültigen Reisedokuments stattgefunden haben:

RIO		Die antragstellende Person	
Name, Vorname	Kontroller Mario	S/N des Ausweises	CHE89761234000
Ort / Datum	Bern, 28.11.2025	Ort / Datum	Bern, 28.11.2025
Unterschrift	<i>M. Kontroller</i>	Unterschrift	<i>B. Musterberg</i>

### 2.3 Terms and conditions and guidelines for Class B certificates

- 7) The RIO must now inform the applicant of his / her rights and obligations. To this end, the RIO must have copies of the current «User Agreement and Terms and Conditions for Advanced Class B Certificates (for natural person) of the Swiss Government PKI» and explain them to the applicant.

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**3 Terms and conditions of use**

The RIO will ensure that the applicant has read and understood the [User Agreement and Terms and Conditions for Class B Certificates](#) and has received a copy thereof. A second copy must be signed by the applicant and sent by the RIO to the LRAO together with this completed document, including copies of travel documents.

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**4 Copy of travel document**

A copy of the applicant's valid travel document must be attached to this page of this document. Identity cards must be photocopied on both sides. Please always photocopy the pages of the passport containing the photograph, signature and expiry date. This page and additional pages must be completed by both parties with the place, date and signature. This page of this document serves as a reference template for photocopies.

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- 8) It is important that the applicant understands the content. The applicant must now sign two copies of the «User Agreement and Terms and Conditions for Advanced Class B Certificates (for natural person) of the Swiss Government PKI». One copy is given to the applicant, the other is part of the dossier and is therefore intended for the LRAO.

### 2.4 Copies of travel documents

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**4 Copy of travel document**

A copy of the applicant's valid travel document must be attached to this page of this document. Identity cards must be photocopied on both sides. Please always photocopy the pages of the passport containing the photograph, signature and expiry date. This page and additional pages must be completed by both parties with the place, date and signature. This page of this document serves as a reference template for photocopies.

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- 9) It is now necessary to attach a copy of the travel document to the back of the application form. Identity cards must be copied on both sides. For passports, the pages with the photograph, signature and expiry date must be copied. The back of the application form can be used for this purpose. If one A4 page is not sufficient, the RIO will first copy the blank page so that the signature templates are also available for any additional pages.
- 10) The reverse side and any additional pages required must now be completed by both parties with the place, date and signature.

## 2.5 Signing of all pages

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**3 Terms and conditions of use**  
 The RIO will ensure that the applicant has read and understood the [User Agreement and Terms and Conditions for Class B Certificates](#) and has received a copy thereof. A second copy must be signed by the applicant and sent by the RIO to the LRAO together with this completed document, including copies of travel documents.

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**4 Copy of travel document**  
 A copy of the applicant's valid travel document must be attached to this page of this document. Identity cards must be photocopied on both sides. Please always photocopy the pages of the passport containing the photograph, signature and expiry date. This page and additional pages must be completed by both parties with the place, date and signature. This page of this document serves as a reference template for photocopies.

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[Original travel / Identity documents to be copied here]

RIO	The applicant		
Place / date	Place / date		
Signature	Signature		

2/2

Class B: RIO Application for the issue of Class B certificates / V2.2



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**3 Terms and conditions of use**  
 The RIO will ensure that the applicant has read and understood the [User Agreement and Terms and Conditions for Class B Certificates](#) and has received a copy thereof. A second copy must be signed by the applicant and sent by the RIO to the LRAO together with this completed document, including copies of travel documents.

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**4 Copy of travel document**  
 A copy of the applicant's valid travel document must be attached to this page of this document. Identity cards must be photocopied on both sides. Please always photocopy the pages of the passport containing the photograph, signature and expiry date. This page and additional pages must be completed by both parties with the place, date and signature. This page of this document serves as a reference template for photocopies.

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RIO	The applicant		
Place / date	Bern, 03.02.2026	Place / date	Bern, 03.02.2026
Signature	<i>M. Kontroller</i>	Signature	<i>B. Mustenberg</i>

2/2

Class B: RIO Application for the issue of Class B certificates / V2.2

## 2.6 Transmission

11) The RIO sends the complete application to the relevant LRAO. To save time, the RIO may scan the documents and send them by signed and encrypted e-mail, but must still forward the originals to the LRAO afterwards. **The RIO is not authorised to store other people's personal data, either in paper or electronic format!**

The complete request includes:

- The application form, completed in full with signatures, card serial number, identity document serial number, copy of identity document and signatures of the RIO and the applicant on all necessary pages.
- The signed copy of the «User Agreement and Terms and Conditions for Advanced Class B Certificates (for natural person) of the Swiss Government PKI» of the applicant.
- The completed and signed RIO checklist.

## 3 Unsealing the smartcard

The RIO is not necessarily required to follow the applicant throughout the entire card unsealing procedure.

What the RIO must do instead is wait for the LRAO's response in order to unblock (unseal) the card with the applicant.

Once the RIO receives confirmation from the LRAO that everything is ready, the LRAO can personally hand over the activation code (token unseal code) to the RIO instead of the applicant. Using the activation code and the token unseal wizard, the card can then be unsealed in the applicant's presence. The applicant can then enter his/her own PIN for the card during the unsealing process.

→ **See *Token-Unseal-Wizard instructions*:**

<https://www.bit.admin.ch/en/sg-pki-class-b-forms-and-documents-library>