

How to obtain a qualified electronic signature for a person abroad

Summary:



Fill and submit the form



Receive the agreement prepared by EuroCert



Let us verify your identity and sign the agreement:

Online during a **video-verification** → an electronic signature.

On-site at a **local notary** → a manual signature.



Receive your signature, your accesses and sign your documents electronically!



Filling and submission of the form

- **Select** the type of an **e-signature** (Cloud signature or Signature on a physical device) and the **identity verification form** (By a local notary or By a video verification - online)
- If your **citizenship is other than Polish** but you were assigned the Polish PESEL identification number, please attach the copy of the PESEL assignment to the form.
- If you wish to put your company data in the signature (company name, your position), please attach the **document confirming your employment** in the given company to the form.
- **Send the form** to your commercial representative: marta.smoderek@eurocert.pl



Receive the agreement prepared by EuroCert.

- Our **consultant** will **verify and approve** submitted form and any additional documentation.
- On the basis of the submitted form we will prepare **an agreement for issuing of the signature**. The agreement delivery method is dependent on the selected method of the identity verification.
- At this stage you will be also issued a **VAT invoice**. We will send it to the indicated email address awaiting your payment.



Signing of the agreement and identity verification

The procedure depends on the **selected identity verification** method.



Identity verification and signing of the agreement – online by a video verification



The entire procedure is executed at the online platform. The only person accessed to the platform is the one to whom a qualified signature is issued. It takes app. 15 min, yet it needs to be executed upon one uninterrupted operation.

Link to the step by step process delivered via email

The Subscriber will be emailed **an invitation to sign** the agreement online. The email will be sent to an **individual address** of the person to whom a qualified signature is issued.

Activation of the video verification procedure and an online agreement

- The Subscriber must **click the emailed link** to launch the procedure. It can only be executed on **Monday to Friday at 8 am till 6 pm**.
- For a **quick and efficient** procedure – please find [here] the step by step instruction for the procedure
- Upon the procedure, the person will have a **short conversation** with our online consultant – either in **Polish, English or in German**.

Data compliance verification

After the procedure is positively completed, EuroCert will **compare** the personal data from the agreement with those confirmed upon the video verification.

Sending back a signed agreement and issuing the decision of generating a qualified signature

The agreement shall be signed by Eurocert and sent to the Subscriber's email address. At the same time we will launch the process of **generating a qualified signature**.



Identity certification and signing of the agreement – on site by a local notary

The Agreement will be **submitted to the email** address indicated in the form.

Schedule an appointment with your **local notary** and **sign** the agreement manually on his presence. You will obtain a notarial certification of your signature.

The agreement stamped by a notarial signature confirmation should include the information on a notarial identity verification based on the ID given in the form (in the C section). It shall include a first name/names, surname, number and series of the ID, a birth date and place, also - if applicable - National Personal Number or PESEL, a date of the ID validity and the institution that issued the ID.



Important!

A notarial signature certification should be submitted either in Polish or in English. Should the documents be submitted in other languages, EuroCert will additionally charge you for the translation ordered to a sworn translator.

If you authorize a third party to receive the certificate for you in the EuroCert head office or at one of our Partners' [check the list of Registration Points], please make sure to submit an authorization [download the template], also including a notarial signature

Submission of the agreement certified by a notary to EuroCert

- Send the **original of the agreement** including a notarial signature certification to -> EuroCert Sp. z o.o., ul. Puławska 472, 02-884 Warszawa, POLSKA (POLAND).
- EuroCert must receive **2 agreement copies**, including at least 1 including a notarial signature certification. If you authorize a third party to receive the signature, make sure to submit also the authorization.
- The **costs** of the delivery will be borne by the **Client**.

Verification of the compliance of the received documents

EuroCert will **compare** the personal data included in the agreement with the data certified by a notary and will **verify an authenticity** of the notarial certification.

Issuing the decision to generate a qualified signature

Should the documents be **positively verified**, we will launch the process of generating a qualified signature.



Delivery of the signature and accesses to your qualified signature

Step by step for a qualified cloud signature

Preparation and sending of the accesses to the signature

The Subscriber will be **emailed the link** to the account activation and a qualified signature.

Activation of the signature by a Subscriber

The Subscriber will execute an **activation procedure** in accordance with the guidelines accessible at his account. Once he accomplishes the procedure, he is ready to use his qualified signature.

Step by step for a classic qualified signature

Preparation and sending of the signature

EuroCert will prepare a **qualified signature and post it** to the address given in the form along with the agreement signed by the EuroCert representative. The Subscriber is also emailed or texted **temporary transport codes** for a qualified signature.

Sending of the accesses and the message that the signature was issued

The Subscriber is emailed that his qualified signature was issued with the **access to his account** with all the guidelines and software. He will be also emailed or texted **temporary codes** for the signature.

Receiving and activation of the signature by the Subscriber

The Subscriber receives the **delivery**, read the **guidelines**, **installs** the software and sets up his own **PIN codes**. After completing above steps, he is ready to use his qualified signature.

