# F E D E R A L   R E S E R V E   ⊛   F I N A N C I A L   S E R V I C E S

# FedLine Direct® Message Server Certificate Request Form

**Required Fields\***

## Section 1: Service Description and Form Instructions

This form should be used to add, modify, revoke and reissue, delete or renew a FedLine Direct server certificate that allows access to the FedLine Direct access solution for message services. Service descriptions are available on FRBservices.org.

**For assistance in completing this form, please contact the Customer Contact Center (CCC) at: (888) 881-6700.**

**Send the completed form to the CCC via:**
> **Email:** ccc.ci.support@kc.frb.org
> or
> **Fax:** (866) 333-8076

## Section 2: Customer Information

| | |
|---|---|
| **Organization Name\*** | |
| **Identification Number (ABA/RTN)\*** | |
| **Country\*** *where the certificate is/will be located.* | |

## Section 3: Service Specific Information

| | |
|---|---|
| **Request Type\*** | ☐ **ADD a new server certificate** *Complete **Sections 2, 3.1, 3.2 and 3.3**.*<br>☐ **MODIFY a server certificate** *Complete **Sections 2, 3.2 and 3.4**.*<br>☐ **REVOKE AND REISSUE a server certificate** *Current server certificate will be revoked and a new server certificate will be issued. Complete **Sections 2, 3.1, 3.2 and 3.5**.*<br>    ☐ **If the server certificate has been compromised, check this box for immediate processing**.<br>☐ **DELETE a server certificate** *Complete **Sections 2, 3.2 and 3.6**.*<br>☐ **RENEW a server certificate** *Current server certificate will be deleted and a new server certificate will be issued. Complete **Sections 2, 3.1, 3.2 and 3.7**.* |

### Section 3.1: Technical Contact Information

| | First | MI | Last |
|---|---|---|---|
| **Technical Contact Name\*** | | | |
| **Technical Contact Email Address\*** *Must be valid individual email address. A group email address will not be accepted.* | | | |

### Section 3.2: End User Authorization Contact (EUAC) Information

| | First | MI | Last |
|---|---|---|---|
| **EUAC Name\*** *The EUAC authorizing this request cannot be the same person as the Technical Contact.* | | | |

## Section 3: Service Specific Information (continued)

### Section 3.3: Add a New Server Certificate

| | |
|---|---|
| **Primary or Master Identification Number (ABA/RTN)** | |
| **Server Certificate Common Name** *(complete the environment and DI Alias QMGR Node Name fields below)* | |
| **Environment** | ☐ P (production)<br>☐ C (test) |
| **DI Alias QMGR Name**<br>*Provided to your organization by the Federal Reserve Banks* | |

| Services | Add |
|---|---|
| Fedwire® Funds Services | ☐ |
| Fedwire Securities Service | ☐ |
| National Settlement Service | ☐ |

### Section 3.4: Modify a Server Certificate
- Check the "Add" box to add services to a server certificate(s).
- Check the "Delete" box to remove services from a server certificate.

| | |
|---|---|
| **Primary or Master Identification Number (ABA/RTN)** | |
| **Test Server Certificate Common Name** *(Example: MQ001 C DICIMQ0010)* | |
| **Production Server Certificate Common Name** *(Example: MQ001 C DICIMQ0010)* | |

| Services | Add | Delete |
|---|---|---|
| Fedwire Funds Services | ☐ | ☐ |
| Fedwire Securities Service | ☐ | ☐ |
| National Settlement Service | ☐ | ☐ |

# Section 3: Service Specific Information (continued)

### Section 3.5: Revoke and Reissue Server Certificate(s)
- Provide the ABA/RTN associated with the certificate(s).
- List the Server Certificate Common Name(s) to be revoked and reissued.

| Primary or Master Identification Number (ABA/RTN) | |
|---|---|
| **Server Certificate Common Name** *(provide below; example: MQ001 C DICIMQ0010)* | |
| | |
| | |

### Section 3.6: Delete Server Certificate(s)
- Provide the ABA/RTN associated with the certificate(s).
- List the Server Certificate Common Name(s) to be deleted.

| Primary or Master Identification Number (ABA/RTN) | |
|---|---|
| **Server Certificate Common Name** *(provide below; example: MQ001 C DICIMQ0010)* | |
| | |
| | |
| | |
| | |

### Section 3.7: Renew Server Certificate(s)
- Provide the ABA/RTN associated with the certificate(s).
- List the Server Certificate Common Name(s) to be renewed.

| Primary or Master Identification Number (ABA/RTN) | |
|---|---|
| **Server Certificate Common Name** *(provide below; example: MQ001 C DICIMQ0010)* | |
| | |
| | |
| | |
| | |

## Section 4: Authorization

By submitting this form: (A) the organization identified in Section 2 ("Participant") authorizes the Technical Contact identified in Section 3.1 and the EUAC identified in Section 3.2 to receive Federal Reserve Bank server certificate components which together can be used to download a server certificate, allowing Participant to use the Federal Reserve Banks' FedLine Direct access solution and the services as indicated on this form; and (B) Participant, Technical Contact and EUAC agree to comply with the terms and conditions specified in Operating Circular No. 5 ("OC 5") and the Certification Practice Statement ("CPS"), as well as all applicable security procedures, as they are all amended from time to time. OC 5 and the CPS are both located on FRBservices.org.

| Federal Reserve Use Only | |
| --- | --- |
| **Sequence Number** | MQ |

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