



Application for a Public Key Infrastructure site certificate (HW001)

When to use this form

Use this form to apply for a Services Australia Public Key Infrastructure (PKI) site certificate.

Who can complete this form

Complete this form if you are the Authoriser of the site/organisation.

Authoriser

An Authoriser is an individual who has legal authority to act on behalf of the site/organisation. Examples of an Authoriser include an owner of a business, a trustee of a trust or a partner of a partnership. The Authoriser must authorise any new Certificate Manager to act on the site/organisation's behalf. The Authoriser will need to register for an individual PRODA account. The Authoriser will need to register their organisation in PRODA.

The Authoriser may also be the Certificate Manager.

Certificate Manager

The Certificate Manager is responsible for managing the certificate such as renewing, revoking and reissuing. The Certificate Manager is the primary contact for correspondence relating to the certificate and its uses. The nominated Certificate Manager will need to register for an individual PRODA account.

For more information

Go to servicesaustralia.gov.au/pki or call **1800 700 199** Monday to Friday, 8 am to 5 pm, local time.

Call charges may apply.

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader and some browsers.

Where you see a box like this Go to 1 skip to the question number shown.

Site/organisation details

1 Australian Business Number (ABN)

or

Australian Company Number (ACN)

2 PRODA Organisation RA number

3 Registered name of site/organisation

4 Trading name of site/organisation

5 Section, branch or department (if relevant)

6 Business address

Postcode

Postal address (if different to above)

Postcode

Certificate Manager's details

7 Dr Mr Mrs Miss Ms Other

Family name

First given name

Second given name

8 Individual PRODA RA number

9 Business phone number (including area code)

10 Business email

This email may be used for secure mail. Secure mail uses technology that ensures an email message is encrypted at the source and can only be viewed and opened by its intended recipient.

11 Minor customer ID (if applicable)

The alpha-numeric code supplied by your software vendor.

Authoriser's details

12 Dr Mr Mrs Miss Ms Other

Family name

First given name

Second given name

13 Individual PRODA RA number

14 Would you like to link your site certificate to your Healthcare Identifiers (HI) Service Healthcare Provider Identifier - Organisation (HPI-O)?

No **Go to 16**

Yes By choosing to link your site certificate to your HPI-O now, you will avoid further linking requirements in the future.

15 HPI-O

Privacy notice

16 Your privacy and security of your personal information is important to us, and is protected by law. We collect this information to provide payments and services. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacy

Declaration

Question 17 must be completed by the Authoriser.

17 I declare that:

- I have the legal authority to represent the site/organisation named on this form.
- I have read the Privacy notice at question 16.
- I have advised the nominated Certificate Manager and they are aware of their role and responsibilities.
- I have read and agree to the Certificate Policy and Terms and Conditions for site certificates as found at servicesaustralia.gov.au/pki
- the information I have provided in this form is complete and correct.

I authorise:

- the Certificate Manager named in this form to act on behalf of the site/organisation.

I understand that:

- giving false or misleading information is a serious offence.

Authoriser's full name

Authoriser's legal position

I have read, understood and agree to the above.

Date (DD MM YYYY)

Returning this form

Return the completed form online using your PRODA account and the Form upload function in Health Professional Online Services (HPOS). For more information, go to servicesaustralia.gov.au/hpos