



University of the Philippines Diliman Data Protection Office

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DPO ADVISORY

Reference No. EBM 20-02

SUBJECT : Guidelines on online application for digital signature

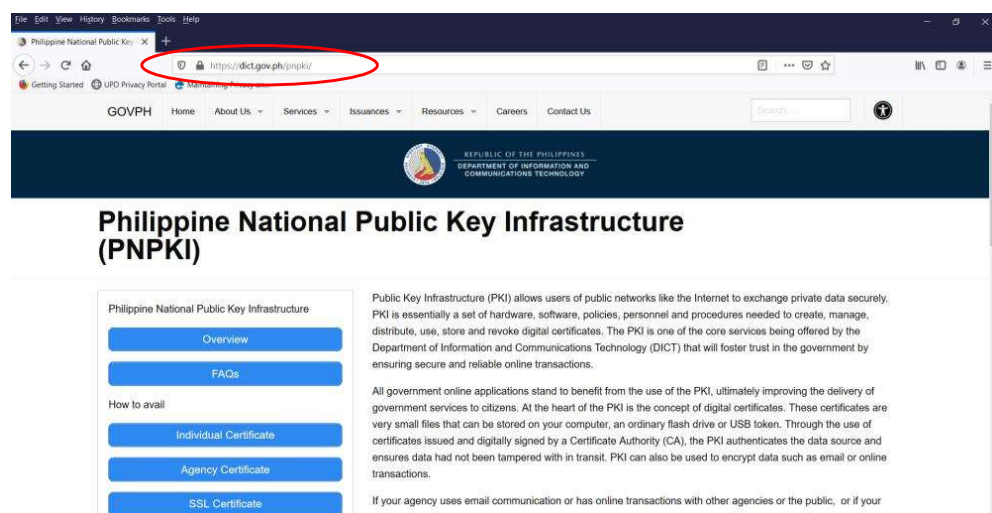
Electronic signatures are legally recognized as equivalents of wet ink/physical signatures. An electronic signature may be any distinctive mark that is electronically affixed to an electronic document to represent one's identity. No registration is needed since any mark of choice may be electronically affixed to electronic documents.

Digital signatures are a type/subset of electronic signatures that are more secure because they are asymmetrically encrypted using a hash function through private and public keys. In the Philippines, the Root Certification Authority that grants digital signature certificates is the Philippine National Public Key Infrastructure (PNPKI).

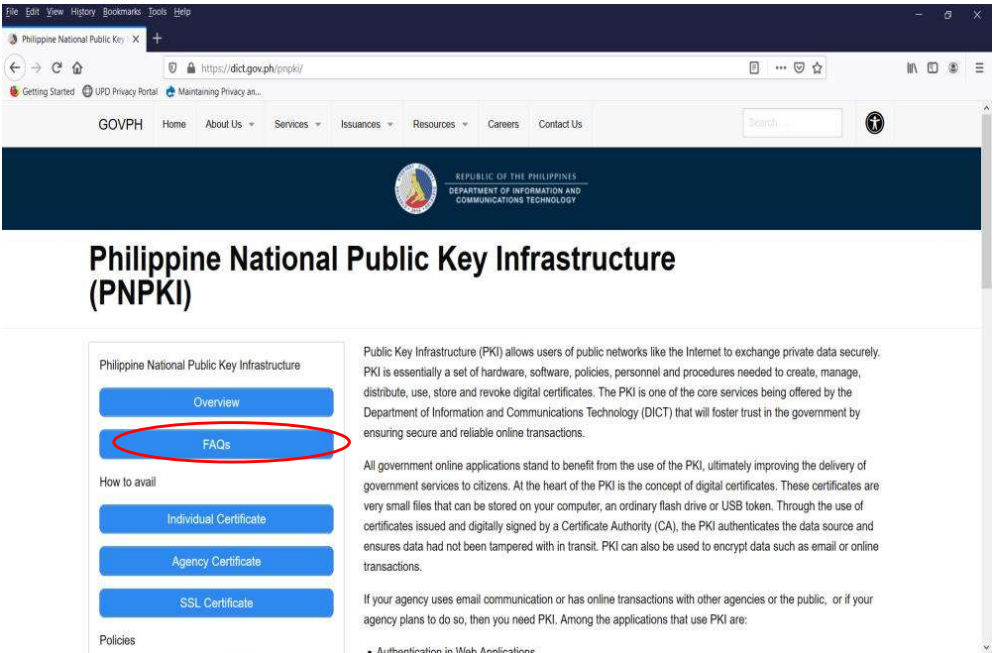
The following is the process to apply for a PNPKI digital signature online:

STEP 1: Visit the PNPKI website

- Enter <https://dict.gov.ph/pnpki/> in your web browser.

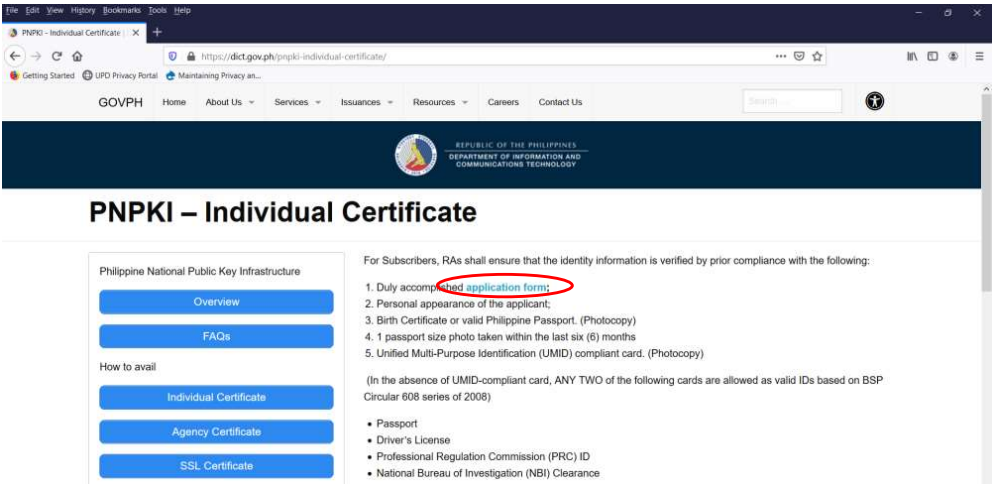


- Select the Individual Certificate or go to this link <https://dict.gov.ph/pnpki-individual-certificate/>.



STEP 2: Download the Application Form

- Download the Application Form thru PNPKI website or thru this [link](#).



Caution on choice of PDF reader:

Most PDF readers may be used to apply for and use digital signatures. However, users are cautioned against using Adobe Acrobat Reader. Under the pretext that some staff and students in UP Diliman used Adobe Acrobat Reader, Adobe Systems Incorporated previously aggressively attempted to audit all machines in UP Diliman, which would have compromised UP Diliman’s Information Security. The National Privacy Commission issued NPC Advisory Opinion No. 2019-015 which, among others, led Adobe to cease and desist from insisting auditing all UP Diliman machines.¹

STEP 3: Fill-out the Application Form

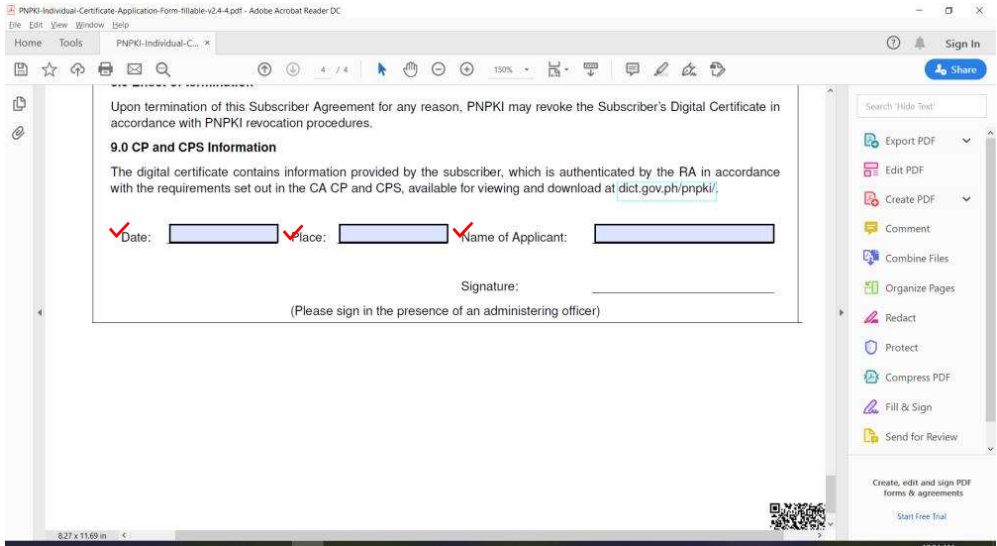
- Completely fill-out the form using a PDF reader.

A screenshot of the 'PHNPKI-Individual-Certificate-Application-Form-Fillable-v2.4-4.pdf' document open in Adobe Acrobat Reader. The form is titled 'APPLICATION FOR DIGITAL CERTIFICATE' and contains several sections: 'Instructions', '1. CERTIFICATE CLASS', '2. CERTIFICATE TYPE', '3. METHOD OF ACTIVATION', and '4. APPLICANT'S DETAILS'. The '4. APPLICANT'S DETAILS' section includes fields for last name, first name, middle name, name extension, gender, nationality, date of birth, TIN, SSN, and various identification numbers. A red circle highlights the 'Fill & Sign' button in the right-hand toolbar.

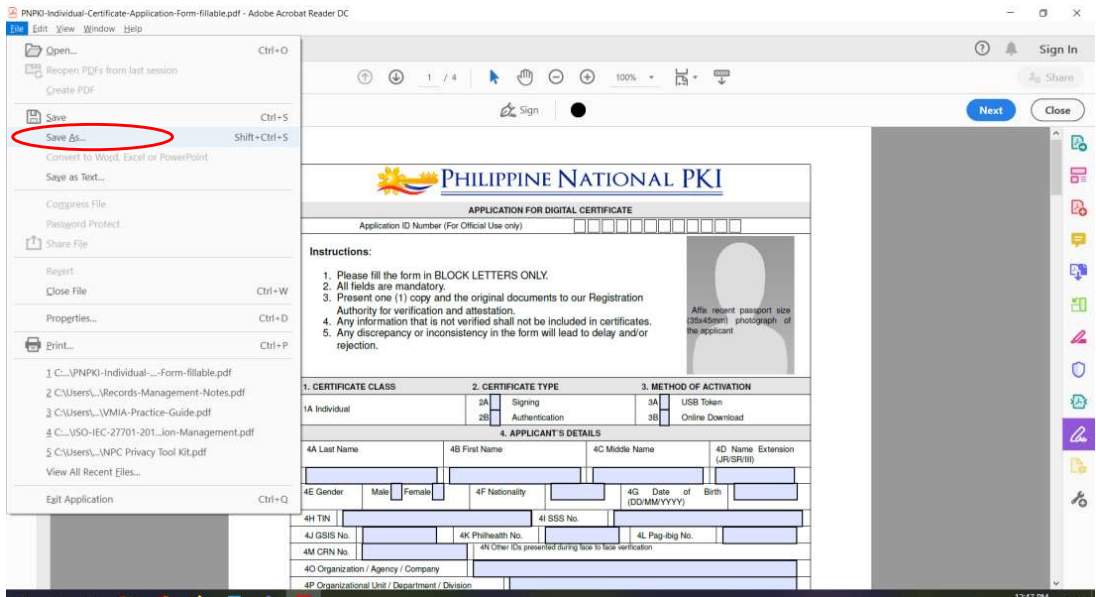
- Fill out the Declaration Page containing the *date and place of application, and name of applicant*. Filling up these items will also automatically fill out the a portion of the Subscriber’s Obligations

A screenshot of the '6. DECLARATION' section of the application form. It contains a declaration statement where the applicant agrees to provide accurate information and abide by the terms of the certificate. Below the statement are fields for 'Date:', 'Place:', and 'Name of Applicant:'. A red checkmark is visible next to the 'Date' field. Below these fields is a '7. CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION' section, which includes a list of required documents and a note about UMD-compliant cards. A red checkmark is visible next to the 'Date' field.

¹ [https://www.privacy.gov.ph/wp-content/files/attachments/advopn/2019/v1\[Redacted\]%20Advisory%20Opinion%20No.%202019-015.pdf](https://www.privacy.gov.ph/wp-content/files/attachments/advopn/2019/v1[Redacted]%20Advisory%20Opinion%20No.%202019-015.pdf)



- Do not affix the signature yet.
- Save the file as PDF.



- Prepare the following supporting documents and required information:
 - Birth certificate or valid Philippine passport (photocopy);
 - One (1) passport size photo taken within the last six months;
 - Unified Multi-Purpose Identification (UMID) compliant card (photocopy). In the absence of a UMID-compliant card, ANY TWO of the cards allowed by [BSP Circular No. 608, series of 2008 may be used](#).

You may refer to this list valid identification cards at <https://dict.gov.ph/pnpki-individual-certificate/>

- Phone number (mobile and/or landline);
- Email address owned by the individual or authorized by the owner for use by the subscriber;
- Latest copy of a bill containing the address of the applicant where the PIN, which will be used to activate a digital certificate, shall be mailed; and
- Consent to verify and share the information submitted.

STEP 4: Submit the Application Form

- Send the Application Form to info.pnpki@dict.gov.ph with the scanned copy of the supporting documents.

STEP 5: Verification and Affixing Signature

- If verified completely, the DICT PNPKI Team will schedule a video conference call for identity verification and presentation of original supporting documents.
- Affix the signature on the Application Form (pages 4 and 2) during the video conference call.

The top screenshot shows the '6. DECLARATION' section of the application form. It contains a declaration text: 'I hereby agree that I have read and understood the provisions of the Subscriber's Agreement; that all information provided and documents submitted in relation to this application is true and correct to the best of my knowledge; that I am duly authorized to make this application; that I consent to the subscriber agreement and will abide by the same; that I accept the publication of my certificate information. I authorize and expressly give consent to the National PKI through its authorized representative(s) to verify my personal information from whatever source it deems appropriate.' Below the text are fields for 'Date:', 'Place:', 'Name of Applicant:', and a 'Signature:' line with a red checkmark icon.

The bottom screenshot shows the '7.0 Term and Termination', '8.0 Effect of termination', and '9.0 CP and CPS Information' sections. It contains text about the termination of the agreement and the revocation of the digital certificate. Below the text are fields for 'Date:', 'Place:', 'Name of Applicant:', and a 'Signature:' line with a red checkmark icon. A note at the bottom states: '(Please sign in the presence of an administering officer)'.

- Submit the signed Application Form to info.pnpki@dict.gov.ph.

STEP 6: Receive the Digital Certificate

- After 2 or 3 business days, an email will be received containing the digital certificate download credentials.

Resources

For further information, please read the following resources:

DICT offers PNPKI to gov't offices

<https://dict.gov.ph/dict-offers-pnpki-to-govt-offices/>

Frequently Asked Questions – PNPKI

<https://dict.gov.ph/frequently-asked-questions-pnpki%EF%BB%BF/>

PNPKI – Manuals

<https://dict.gov.ph/pnpki-manuals/>

Department Circular: Philippine National Public Key Infrastructure (PNPKI) Certificate Policy
Version 2.0

<https://dict.gov.ph/department-circular-philippine-national-public-key-infrastructure-pnpki-certificate-policy-version-2-0/>

PNPKI Online Application Process Walkthrough Video

<https://youtu.be/iyqppS2xy6Y>

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