

Policy On Trusted Third Party Verifications



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1 History

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|---------|----------------|---------------|
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| 1.1 | rephrasing | draft |

2 Scope

This policy is a sub policy of the Verification Policy.

It describes the process of a Verification done by a TTP RA Agent together with a Trusted Third Party.

As there are many country-specific regulations to be considered TTP Verifications are limited to separately predefined countries. The Board of WPIA or an appointed person maintains a list of countries for which the TTP Verifications are available.

3 Trusted Third Party (TTP)

A Trusted Third Party is a person who is doing identity verification as part of their regular profession.

In the TTP Verification the TTP will be the eye of the RA Agent who does the check between the names variants on Verification Form and documents.

There MUST be a way to proof that the TTP is allowed to do identity verification. E.g. an US Notary Public is appointed to do identity verifications and is listed in a public accessible Notary Public register.

The Board of WPIA or an appointed person maintains a list of allowed Thrusted Third Parties per country.

4 Trusted Third Party RA Agent (TTP RA Agent)

A Trusted Third Party RA Agent is a special trained RA Agent who is appointed as TTP RA Agent by Board of WPIA or an appointed person to conduct TTP Verifications.

As there are many country-specific regulations to be considered a TTP RA Agent is appointed for a designated country.

The Board of WPIA or an appointed person maintains a list of registered TTP RA Agents.

5 Trusted Third Party Verification

A TTP Verification normally consists of two steps:

- Meeting of Applicant and Trusted Third Party
- Entering data into RA Agent System by TTP RA Agent

6 Trusted Third Party Verification Form

As there are many country-specific regulations to be considered there is no general TTP Verification Form.

There is a list of country-specific TTP Verification Forms which is maintained by the board of WPIA or an appointed person. This list MAY hold special definitions for technical solutions to verify a person directly from an ID document. E.g. grant Verification Points on an German ID card.

7 Verification Points From Trusted Third Party Verifications

35 Verification Points will be granted for a TTP Verification.

For the total of the Verification Points needed for special roles related to 100 VP only two TTP Verifications are counted.

Multiple Verifications are allowed.

7.1 Preparation In Advance Of A TTP Verification

The Applicant applies for a TTP Verification inside of the RA Agent System.

The Applicant will get instructions by the designated TTP RA Agent and selects an allowed TTP of their choice.

7.2 Meeting With TTP

The Applicant MUST meet the TTP in person.

During the meeting the TTP

- witnesses the signing of the TTP Verification Form
- checks the listed name variants with the names of the presented documents
- signs the form with a TTP statement

After the meeting the TTP sends the TTP Verification Form in paper by post to the designated TTP RA Agent.

7.3 Entering Data

The TTP RA Agent checks if the TTP is allowed to conduct the TTP Verification meeting.

After the successful check TTP RA Agent logs into RA Agent System.

RA Agent System will present a list of name variants that are entered by the Applicant. The TTP RA Agent checks this list with the records on the TTP Verification Form. All name variants that can be verified will be confirmed in the RA Agent System.

The TTP RA Agent finishes the Verification by entering setting the Verification method to TTP, the meeting date, meeting place and country and the checking of the RA Agent statement and the Verification Points granted.

A Verification MUST be entered within 3 months after the TTP meeting.