



# Microsoft

Microsoft PKI Services

Certificate Policy (CP)

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## 1. INTRODUCTION

### 1.1 OVERVIEW

This document is the Certification Policy (CP) that defines the procedure and operational requirements governing the lifecycle management of Microsoft PKI Services' Certification Authority (CA) solutions and services for affiliated entities, Applicants, Subscribers, and Relying Parties. Microsoft PKI Services requires entities to adhere to this CP when issuing and managing digital certificates within Microsoft PKI Services PKI hierarchy. This MAY include services managed by Microsoft PKI Services as well as other groups within Microsoft responsible for managing trusted and untrusted CAs. Each PKI service is required to have an associated Certification Practice Statement (CPS) that adheres to this CP.

Microsoft PKI Services has three CPS documents to differentiate its internal first-party (not publicly trusted) from its external first-party (publicly trusted) CA operations and its third-party issued Code signing certificates, as they are regulated by separate compliance authorities and/or levels.

Other important documents that accompany this CP include a CPS and associated Subscriber and Relying Party Agreements. Microsoft MAY publish additional Certificate Policies or Certification Practice Statements, as necessary, to describe other products or service offerings.

### 1.2 DOCUMENT NAME AND IDENTIFICATION

This document is formally named the "Microsoft PKI Services Certificate Policy" (referred to as "CP"). Microsoft CAs issue certificates in accordance with the policy and practice requirements of this document. The Object Identifier (OID) for this CP is: 1.3.6.1.4.1.311.76.509.1.2

#### 1.2.1 Revisions

See Appendix A

#### 1.2.2 Relevant Dates

Refer to the current version of the CA/B Forum's Baseline Requirements document for relevant dates of industry practice or policy changes.

## 1.3 PKI PARTICIPANTS

### 1.3.1 Certification Authorities

The term Certification Authority (CA) collectively refers to an entity or organization that is responsible for the authorization, issuance, revocation, and management of a Certificate. The term equally applies to Root CAs and Subordinate CAs.

The CA hierarchy structure and specific practices SHALL be specified within the relevant Certification Practice Statement (CPS).

### 1.3.2 Registration Authorities

A Registration Authority (RA) is any Legal Entity that is responsible for identification and

authentication of Subjects of Certificates, but is not a CA, and hence does not sign or issue Certificates. An RA MAY assist in the Certificate Application process or revocation process or both. When “RA” is used as an adjective to describe a role or function, it does not necessarily imply a separate body, but can be part of the CA.

### 1.3.3 Subscribers

A Subscriber is an individual or end-entity (person, device, or applications) that has been issued a Certificate and is authorized to use the Private Key that corresponds to the Public Key in the Certificate.

### 1.3.4 Relying Parties

A Relying Party is an individual or entity that acts in reliance on a Certificate or digital signature associated with a Certificate.

### 1.3.5 Other Participants

Other groups that have participated in the development of this Certificate Policy and respective Certification Practice Statement (CPS).

## 1.4 CERTIFICATE USAGE

### 1.4.1 Appropriate Certificate Uses

Certificates issued under this Certificate Policy SHALL only be used for the purposes identified by the Issuing CA in its Certification Practice Statement and for the purposes designated in the key usage and/or extended key usage fields found in the certificate.

All end-entity certificates issued within this CA hierarchy are technically constrained for use. This is done either by the inclusion of at least one extended key usage extension in the end-entity certificate, or by inclusion of one or more extended key usage extensions in the issuing CA’s certificate.

The following certificate class options and assurance levels are available to Applicants in the form of CA and end-entity Certificates issued by the Microsoft PKI CAs. The Issuing CA will assess the risk and apply the appropriate rating.

Assurance Level	Description and Assurance Level
Low Assurance	Certificates of this class provide a low level of assurance to publicly available products and services.

Assurance Level	Description and Assurance Level
Medium Assurance	This level is relevant where risks and consequences of compromise are significant. Medium assurance CAs include but are not limited to intermediate production CAs (i.e. non-root CAs). CAs operating under this policy are hosted and managed by Microsoft PKI Services and employ pre-defined and approved fulfillment practices to provision CA and end-entity production certificates to Applicants.
High Assurance	This level is relevant where risks and consequences of compromise are high. High assurance CAs include but are not limited to root and intermediate CAs. CAs operating under this policy are hosted and managed by Microsoft PKI Services and employ pre-defined and approved fulfillment practices to provision CA production certificates to Applicants.

#### 1.4.2 Prohibited Certificate Uses

Use of certificates in violation of Section 1.4.1 is unauthorized and prohibited.

Certificates MUST only be used to the extent permitted with applicable laws. CA Certificates MUST NOT be used for any functions except CA functions. In addition, end-user Subscriber Certificates SHALL NOT be used as CA Certificates.

### 1.5 POLICY ADMINISTRATION

#### 1.5.1 Organization Administering the Document

The Microsoft PKI Policy Authority is responsible for the maintenance of this CP.

#### 1.5.2 Contact Person

Contact information is listed below:

PKI Service Manager  
 Microsoft Corporation  
 One Microsoft Way  
 Redmond, WA 98052-6399  
 Email: [CentralPKI@microsoft.com](mailto:CentralPKI@microsoft.com)

To request certificate revocation or to report security issues such as suspected key compromise, certificate misuse, fraud or other matters, contact [CentralPKI@microsoft.com](mailto:CentralPKI@microsoft.com).

### **1.5.3 Person Determining CPS Suitability for the Policy**

The Microsoft PKI Policy Authority determines the suitability and applicability of the CPS to this CP.

### **1.5.4 CPS Approval Procedures**

The Microsoft PKI Policy Authority reviews and approves any changes to the CPS that is compliant with this CP. Updates to CP or CPS documents SHALL be made available by publishing new versions at <https://www.microsoft.com/pkiops/docs/repository.htm>.

## **1.6 DEFINITIONS AND ACRONYMS**

Capitalized terms and acronyms, not specified herein, are defined in the CA/B Forum's Baseline Requirements (BR) or the CA/B Forum's Code Signing Baseline Requirements.

### **1.6.1 Definitions**

- **Affiliate** – A corporation, partnership, joint venture or other entity controlling, controlled by, or under common control with another entity, or an agency, department, political subdivision, or any entity operating under the direct control of a Government Entity.
- **Anti-Malware Organization** - An entity that maintains information about Suspect Code and/or develops software use to prevent, detect, or remove malware.
- **Applicant** – a natural person or Legal Entity that applies for (or seeks renewal of) a Certificate by a CA.
- **Applicant Representative** – A natural person or human sponsor who is either the Applicant, employed by the Applicant, or an authorized agent who has express authority to represent the Applicant: (i) who signs and submits, or approves a certificate request on behalf of the Applicant, and/or (ii) who signs and submits a Subscriber Agreement on behalf of the Applicant, and/or (iii) who acknowledges the Terms of Use on behalf of the Applicant when the Applicant is an Affiliate of the CA or is the CA.
- **Application Software Supplier** -A supplier of software or other relying-party application software that displays or uses Certificates, incorporates Root Certificates and adopts these Requirements as all or part of its requirements for participation in a root store program.
- **Baseline Requirements (BR)** – An integrated set of technologies, protocols, identity-proofing, lifecycle management, and auditing requirements issued by the CA/B Forum and available at [cabforum.org](http://cabforum.org).
- **CA/Browser Forum (CA/B Forum)** – A consortium of certification authorities, vendors of Internet browser software, operating systems, and other PKI-enabled applications that

promulgates industry guidelines governing the issuance and management of digital certificates. Details are available at: cabforum.org.

- **Certificate** – digital record that contains information such as the Subscriber's distinguished name and Public Key, and the signer's signature and data.
- **Certificate Application** – a request from a Certificate Applicant (or authorized agent of the Certificate Applicant) to a CA for the issuance of a Certificate.
- **Certificate Request** – an application for a new Certificate or a renewal of a Certificate.
- **Certificate Revocation List (CRL)** – periodically published listing of all certificates that have been revoked for use by Relying Parties.
- **Certificate Signing Request (CSR)** – a message sent to the certification authority containing the information required to issue a digital certificate
- **Certification Authority (CA)** – an entity or organization that is responsible for the authorization, issuance, revocation, and management of a certificate. The term equally applies to Roots CAs and Subordinate CAs.
- **Certificate Owner** – Parties designated by business process owners to be associated with and/or have responsibility for specified issued certificates.
- **Certificate Policy (CP)** – A set of rules that indicates the applicability of a named Certificate to a particular community and/or PKI implementation with common security requirements.
- **Certification Practice Statement (CPS)** – One of several documents forming the governance framework in which Certificates are created, issued, managed, and used.
- **Delegated Third Party** - A natural person or Legal Entity that is not the CA but is authorized by the CA, and whose activities are not within the scope of the appropriate CA audits, to assist in the Certificate Management Process by performing or fulfilling one or more of the CA requirements found herein.
- **Distinguished Name (DN)** – a globally unique identifier representing a Subject that is used on Certificates and in the Repository.
- **Extended Key Usage** – an extension in an X.509 certificate to indicate the allowed purpose(s) for the use of the Public Key. Also referenced or known as “Enhanced Key Usage”.
- **Issuing CA** – the first digital certificate issuing authority who issues certificates signed by the root certificate authority (CA).
- **Legal Entity** – An association, corporation, partnership, proprietorship, trust, or government entity that has legal standing in a country's legal system.
- **Microsoft PKI Policy Authority** – combination of Microsoft's Steering and Oversight

Committees.

- **Online CA (OCA)** – a certification authority system which signs end-entity Subscriber Certificates that are operated and maintained in an online state so as to provide continually available certificate signing services. Online CAs reside in segmented, secured, and functionally dedicated networks.
- **Private Key** – The key of a key pair that is kept secret by the holder of the key pair, and that is used to create digital signatures and/or to decrypt electronic records or files that were encrypted with the corresponding Public Key.
- **Public Key** – The key of a key pair that may be publicly disclosed by the holder of the corresponding Private Key and that is used by a Relying Party to verify digital signatures created with the holder corresponding Private Key and/or to encrypt messages so that they can be decrypted only with the holder's corresponding Private Key.
- **Public Key Infrastructure (PKI)** – A set of hardware, software, people, procedures, rules, policies, and obligations used to facilitate the trustworthy creation, issuance, management, and use of Certificates and keys based on Public Key Cryptography.
- **Registration Authority (RA)** – any Legal Entity that is responsible for identification and authentication of Subjects of Certificates, but is not a CA, and hence does not sign or issue Certificates. An RA MAY assist in the Certificate Application process or revocation process or both. When “RA” is used as an adjective to describe a role or function, it does not necessarily imply a separate body, but can be part of the CA.
- **Registration Identifier** – the unique code assigned to an Applicant by the Incorporating or Registration Agency in such entity’s Jurisdiction of Incorporation or Registration.
- **Relying Party** – a Relying Party is an individual or entity that acts in reliance on a Certificate or digital signature associated with a Certificate.
- **Relying Party Agreement** – an agreement which specifies the stipulations under which a person or organization acts as a Relying Party.
- **Repository** – an online database containing publicly-disclosed PKI governance documents (such as Certificate Policies and Certification Practice Statements) and Certificate status information, either in the form of a CRL or an OCSP response.
- **Root CA** – The top-level CA whose root certificate is distributed by Application Software Suppliers and that issues Subordinate CA Certificates.
- **Signing Service** – an organization that signs an Object on behalf of a Subscriber using a Private Key associated with a Code Signing Certificate.
- **Subscriber** – an individual or end-entity (person, device, or application) that has been issued a Certificate and is authorized to use the Private Key that corresponds to the Public Key in the Certificate.

- **Subscriber Agreement** – an agreement containing the terms and conditions that the authorized Subscriber consented to for the use of their issued certificate, containing the Private Key and corresponding Public Key.
- **Suspect Code** – code that contains malicious functionality or serious vulnerabilities, including spyware, malware and other code that installs without the user's consent and/or resists its own removal, and code that can be exploited in ways not intended by its designers to compromise the trustworthiness of the Platforms on which it executes.
- **Takeover Attack** – an attack where a Signing Service or Private Key associated with the Code Signing Certificate has been compromised by means of fraud, theft, intentional malicious act of the Subject's agent, or other illegal conduct.
- **Technically Constrained Subordinate CA Certificate** – a Subordinate CA certificate which uses a combination of Extended Key Usage settings and Name Constraint settings to limit the scope within which the Subordinate CA Certificate MAY issue Subscriber or additional Subordinate CA Certificates.
- **TimeStamp Authority** – a service operated by the CA or a delegated third party for its own code signing certificate users that timestamps data using a certificate chained to a public root, thereby asserting that the data (or the data from which the data were derived via secure hashing algorithm) existed at the specific time.
- **Transport Layer Security (TLS)** – a security protocol that is widely used in the Internet, for the purpose of authentication and establishing secure sessions.
- **Trusted Role** – an employee or contractor of a CA or Delegated Third Party who has authorized access to or control over a Secure Zone or High Security Zone.

## 1.6.2 Acronyms

Term	Definition
CA	Certification Authority
CAA	Certification Authority Authorization
CP	Certificate Policy
CPS	Certification Practice Statement
CRL	Certificate Revocation List
DBA	Doing Business As

<b>EV</b>	Extended Validation
<b>FIPS</b>	(US Government) Federal Information Processing Standard
<b>HSM</b>	Hardware Security Module
<b>IETF</b>	Internet Engineering Task Force
<b>OCSP</b>	Online Certificate Status Protocol
<b>OID</b>	Object Identifier
<b>PKI</b>	Public Key Infrastructure
<b>RA</b>	Registration Authority
<b>TLS</b>	Transport Layer Security
<b>TTL</b>	Time to Live

### 1.6.3 References

CA/Browser Forum Baseline Requirements Certificate Policy for the Issuance and Management of Publicly-Trusted Certificates (“Baseline Requirements” or “BRs”)

CA/Browser Forum Baseline Requirements for the Issuance and Management of Publicly-Trusted Code Signing Certificates (“Code Signing Baseline Requirements”)

[CA/Browser Forum Network and Certificate Systems Security Requirements \(“NCSSRs”\) or Network Security Requirements \(“NSRs”\)](#)

FIPS 140-3, Federal Information Processing Standards Publication - Security Requirements For Cryptographic Modules, Information Technology Laboratory, National Institute of Standards and Technology, March 22, 2019.

RFC2119, Request for Comments: 2119, Key words for use in RFCs to Indicate Requirement Levels, Bradner, March 1997.

RFC3647, Request for Comments: 3647, Internet X.509 Public Key Infrastructure: Certificate Policy and Certification Practices Framework, Chokhani, et al, November 2003.

RFC5019, Request for Comments: 5019, The Lightweight Online Certificate Status Protocol (OCSP) Profile for High-Volume Environments, A. Deacon, et al, September 2007.

RFC5280, Request for Comments: 5280, Internet X.509 Public Key Infrastructure: Certificate and Certificate Revocation List (CRL) Profile, Cooper et al, May 2008.

RFC6960, Request for Comments: 6960, X.509 Internet Public Key Infrastructure Online Certificate Status Protocol - OCSP. Santesson, Myers, Ankney, Malpani, Galperin, Adams, June 2013.

[WebTrust for Certification Authorities, SSL Baseline with Network Security, available at https://www.cpacanada.ca/en/business-and-accounting-resources/audit-and-assurance/overview-of-webtrust-services/principles-and-criteria](https://www.cpacanada.ca/en/business-and-accounting-resources/audit-and-assurance/overview-of-webtrust-services/principles-and-criteria)

X.509, Recommendation ITU-T X.509 (10/2023) | ISO/IEC 9594-8/Core2 (Common), Information technology – Open Systems Interconnection – The Directory: Public-key and attribute certificate frameworks.

#### **1.6.4 Conventions**

The key words “MUST”, “MUST NOT”, “REQUIRED”, “SHALL”, “SHALL NOT”, “SHOULD”, “SHOULD NOT”, “RECOMMENDED”, “MAY”, and “OPTIONAL” in these Requirements SHALL be interpreted in accordance with RFC 2119.

## **2. PUBLICATION AND REPOSITORY RESPONSIBILITIES**

### **2.1 REPOSITORIES**

A public Repository of CA information and associated policy documents is located at <https://www.microsoft.com/pkiops/docs/repository.htm>.

### **2.2 PUBLICATION OF CERTIFICATION INFORMATION**

This CP conforms to the Internet Engineering Task Force (IETF) RFC 3647 standards for the creation of Certificate Policy (CP) and Certification Practices Statement (CPS) documents and complies with the current Baseline Requirements for the Issuance and Management of Publicly-Trusted TLS Certificates (“Baseline Requirements”, “BRs”, “TLS Baseline Requirements”, or “TLS BRs”) and the Baseline Requirements for the Issuance and Management of Publicly-Trusted Code Signing Certificates (“Code Signing Baseline Requirements” or “CS BRs”) from the Certificate Authority and Browser Forum (CA/B Forum) at <http://www.cabforum.org>.

In the event of an inconsistency between this document and the governing industry requirements, this document takes precedence.

A web-based repository is available on a 24x7 basis to all Relying Parties who wish to access this CP or other information from Microsoft PKI Services. The repository SHALL contain the current version of this CP, CPS, a fingerprint of the established Root CAs, current CRLs, and other information relevant to Subscribers and Relying Parties.

The CA SHALL host test Web pages that allow Application Software Suppliers to test their software with Subscriber Certificates, specifically Client or Server Authentication certificates, that chain up to each publicly trusted Root Certificate. At a minimum, the CA SHALL host separate Web pages using Subscriber Certificates that are (i) valid, (ii) revoked, and (iii) expired.

### **2.3 TIME OR FREQUENCY OF PUBLICATION**

The CA SHALL annually review their CP and CPS and compare them with the CA/B Forum's TLS Baseline Requirements and the CA/B Forum's Code Signing Baseline Requirements for any modifications.

Updates SHALL be published annually, in accordance with Section 1.5, and the document version number SHALL be incremented to account for the annual review and potential content revisions.

New versions of this CP and respective CPS documents will become effective immediately for all participants listed in Section 1.3. The CA offers CRLs showing the revocation of Microsoft PKI Services Certificates and offers status checking through the online repository. CRLs will be published in accordance with Section 4.9.6 and Section 4.9.7.

## **2.4 ACCESS CONTROLS ON REPOSITORIES**

CAs SHALL NOT limit access to this CP, their CPS, Certificates, CRLs and Certificate status information. CAs SHALL however implement controls to prevent unauthorized adding, modifying or deleting of repository entries.

# **3. IDENTIFICATION AND AUTHENTICATION**

## **3.1 NAMING**

### **3.1.1 Type of Names**

Certificates SHALL be issued in accordance with the X.509 standard. CA Certificates SHALL generate and sign certificates containing a compliant Distinguished Name (DN) in the Issuer and Subject name fields; the DN MAY contain domain component elements. The Subject Alternative Name (SAN) MAY be used. Naming values for domain-validated and organization-validated TLS Certificates conform with the governing CA/Browser Forum Guidelines published at [www.cabforum.org](http://www.cabforum.org). The certificate profiles for specifying names SHALL conform with requirements in Section 7.

### **3.1.2 Need for Names to be Meaningful**

No Stipulation

### **3.1.3 Anonymity or Pseudonymity of Subscribers**

No Stipulation

### **3.1.4 Rules for Interpreting Various Name Forms**

No Stipulation

### **3.1.5 Uniqueness of Names**

No Stipulation

### **3.1.6 Recognition, Authentication, and Role of Trademarks**

Certificate Applicants SHALL NOT use names in their Certificate Application or Certificate

Request that infringe upon the intellectual property rights of entities outside of their authority.

### **3.2 INITIAL IDENTITY VALIDATION**

#### **3.2.1 Method to Prove Possession of Private Key**

The registration and/or Issuance process SHALL involve procedures in which the Applicant demonstrates possession of the Private Key by using a self-signed PKCS#10 request, other equivalent cryptographic mechanism, or a different method approved by the Issuing CA.

#### **3.2.2 Authentication of Organization Identity**

The Issuing CA SHALL verify the identity of the organization and authority of the Applicant to request Certificates on behalf of the organization, in accordance to procedures set forth in the CA/B Forum's Baseline Requirements.

##### **3.2.2.1 Identity**

No Stipulation

##### **3.2.2.2 DBA/Tradename**

No Stipulation

##### **3.2.2.3 Verification of Country**

No Stipulation

##### **3.2.2.4 Validation of Domain Authorization or Control**

No Stipulation

###### **3.2.2.4.1 Validating the Applicant as a Domain Contact**

This method has been retired and MUST NOT be used.

###### **3.2.2.4.2 Email, Fax, SMS, or Postal Mail to Domain Contact**

No Stipulation

###### **3.2.2.4.3 Phone Contact with Domain Contact**

This method has been retired and MUST NOT be used.

###### **3.2.2.4.4 Constructed Email to Domain Contact**

No Stipulation

###### **3.2.2.4.5 Domain Authorization Document**

This method has been retired and MUST NOT be used.

###### **3.2.2.4.6 Agreed-Upon Change to Website**

This method has been retired and MUST NOT be used.

###### **3.2.2.4.7 DNS Change**

No Stipulation

#### **3.2.2.4.8 IP Address**

No Stipulation

#### **3.2.2.4.9 Test Certificate**

This method has been retired and MUST NOT be used.

#### **3.2.2.4.10 TLS Using a Random Number**

This method has been retired and MUST NOT be used.

#### **3.2.2.4.11 Any Other Method**

This method has been retired and MUST NOT be used.

#### **3.2.2.4.12 Validating Applicant as a Domain Contact**

No Stipulation

#### **3.2.2.4.13 Email to DNS CAA Contact**

No Stipulation

#### **3.2.2.4.14 Email to DNS TXT Contact**

No Stipulation

#### **3.2.2.4.15 Phone Contact with Domain Contact**

No Stipulation

#### **3.2.2.4.16 Phone Contact with DNS TXT Record Phone Contact**

No Stipulation

#### **3.2.2.4.17 Phone Contact with DNS CAA Phone Contact**

No Stipulation

#### **3.2.2.4.18 Agreed-Upon Change to Website v2**

No Stipulation

#### **3.2.2.4.19 Agreed-Upon Change to Website – ACME**

No Stipulation

#### **3.2.2.4.20 TLS Using ALPN**

No Stipulation

### **3.2.2.5 Authentication for an IP Address**

No Stipulation

### **3.2.2.6 Wildcard Domain Validation**

No Stipulation

### **3.2.2.7 Data Source Accuracy**

No Stipulation

### **3.2.2.8 CAA Records**

No Stipulation

## **3.2.3 Authentication of Individual Identity**

No Stipulation

## **3.2.4 Non-Verified Subscriber Information**

No Stipulation

## **3.2.5 Validation of Authority**

Validation of authority (i.e. the determination of whether an Applicant or Subscriber has specific rights, entitlements, or permissions, including the permission to act on behalf of an organization to obtain a Certificate) is the responsibility of the CA or CA-appointed Registration Authority (RA).

## **3.2.6 Criteria for Interoperation**

No Stipulation

## **3.3 IDENTIFICATION AND AUTHENTICATION FOR RE-KEY REQUESTS**

### **3.3.1 Identification and Authentication for Routine Re-Key**

Issuing CAs SHALL treat certificate re-key requests identical to applications for new certificates and perform the same identity-proofing processes as described in Section 3.2. Routine re-key of the issuing CA certificates SHALL be performed in accordance with the established Key Generation process in Section 6.1 of this CP.

### **3.3.2 Identification and Authentication for Re-Key After Revocation**

Revoked or Expired Certificates SHALL require a new enrollment. Applicants MUST submit a new Certificate Request and be subject to the same Identification and Authentication requirements as first-time Applicants, as specified in Section 3 of this CP.

## **3.4 IDENTIFICATION AND AUTHENTICATION FOR REVOCATION REQUEST**

A Certificate Revocation Request that is submitted electronically MAY be authenticated and approved, providing the request comes from the Subscriber or an approved authority.

## **4. CERTIFICATE LIFE-CYCLE OPERATIONAL REQUIREMENTS**

## **4.1 CERTIFICATE APPLICATION**

### **4.1.1 Who Can Submit a Certificate Application**

No individual or entity listed on a government denied list, list of prohibited persons or other list that prohibits doing business with such organization or person under the laws of the United States MAY submit an application for a Certificate.

Applicants or authorized Certificate Requestors who are not included in any of the previous lists MAY submit a Certificate Application provided the Certificate Request meets the requirements set forth in this CP and respective CPS.

In accordance with Section 5.5.2, the CA SHALL maintain an internal database of all previously revoked Certificates and previously rejected certificate requests due to suspected phishing or other fraudulent usage or concerns. The CA SHALL use this information to identify subsequent suspicious Certificate Requests.

### **4.1.2 Enrollment Process and Responsibilities**

Prior to the issuance of a Certificate, the CA SHALL obtain the following documentation from the Applicant, or Applicant Representative:

1. A certificate request, which MAY be electronic;
2. An executed Subscriber Agreement or Terms of Use, which MAY be electronic; and
3. Pay fee, if applicable.

The CA SHOULD obtain any additional documentation the CA determines necessary to meet these Requirements.

Prior to the issuance of a Certificate, the CA SHALL obtain from the Applicant, or Applicant Representative, a certificate request in a form prescribed by the CA and that complies with these Requirements. One certificate request MAY suffice for multiple Certificates to be issued to the same Applicant, subject to the aging and updating requirement in Section 4.2.1, provided that each Certificate is supported by a valid, current certificate request signed by the appropriate Applicant Representative on behalf of the Applicant. The certificate request MAY be made, submitted and/or signed electronically.

The certificate request MUST contain a request from, or on behalf of, the Applicant for the issuance of a Certificate, and a certification by, or on behalf of, the Applicant that all of the information contained therein is correct.

## **4.2 CERTIFICATE APPLICATION PROCESSING**

### **4.2.1 Performing Identification and Authentication Functions**

The Certificate Request MAY include all factual information about the Applicant to be included in the Certificate, and such additional information as is necessary for the CA to obtain from the Applicant in order to comply with the Baseline Requirements, CP and CPS. In cases where the Certificate Request does not contain all the necessary information about the Applicant, the CA

SHALL obtain the remaining information from the Applicant or, having obtained it from a reliable, independent, third-party data source, confirm it with the Applicant. The CA SHALL establish and follow a documented procedure for verifying all data requested for inclusion in the Certificate by the Applicant.

Applicant information MUST include, but not be limited to, at least one Fully-Qualified Domain Name or IP address to be included in the Certificate's SubjectAltName extension.

Certificate Applications are reviewed and processed, per the Identification and Authentication requirements in Section 3.2. The CA MAY use the documents and data acquired in Section 3.2 to verify certificate information or reuse previous validations, provided that The CA obtained the data or document from a source specified under Section 3.2 or completed the validation itself in compliance with the timeframe specified in the appropriate CPS.

Certificate requests that are identified as "High Risk" SHALL be subject to additional verification activities, as outlined in documented procedures, prior to approving the request.

The CA MAY delegate the performance of all or any part of a requirement of this CP to an Affiliate, a RA, or subcontractor, provided that the process employed by the CA provides at least the same level of assurance as the CA's own processes. Affiliates and/or RAs MUST comply with the qualification requirements of Sections 5.2.4, 5.3.2, and 5.3.3 in this CP.

#### **4.2.2 Approval or Rejection of Certificate Applications**

Submitted Certificate Applications, MUST be reviewed and approved by the issuing CA or appointed RA prior to issuance.

The Certificate Application MAY be rejected for any of, but not limited to, the following reasons:

- Applicant or Subscriber information is unable to be verified;
- The CA deems the certificate issuance MAY negatively impact the CA's business or reputation;
- Failure to consent to the Subscriber Agreement;
- Failure to provide payment;

The CA reserves the right not to disclose reasons for refusal.

#### **4.2.3 Time to Process Certificate Applications**

Certification applications SHALL be processed within a commercially reasonable time frame, in accordance with the CPS. The CA SHALL NOT be responsible for processing delays initiated by the Applicant or from events outside of the CA's control.

### **4.3 CERTIFICATE ISSUANCE**

#### **4.3.1 CA Actions during Certificate Issuance**

The source of the Certificate Request SHALL be verified before issuance. Certificates are generated, issued and distributed only after the CA or RA performs the required identification

and authentication steps in accordance with Section 3. Certificates SHALL be checked to ensure that all fields and extensions are properly populated. Exceptions to this CP MUST be approved by the Microsoft PKI Policy Authority.

#### **4.3.2 Notification to Subscriber by the CA of Issuance of Certificate**

Upon issuance, Subscribers SHALL be notified via an email or another agreed upon method with information about their issued Certificate.

### **4.4 CERTIFICATE ACCEPTANCE**

#### **4.4.1 Conduct Constituting Certificate Acceptance**

A Subscriber's/Applicant's, or Applicant Representative's receipt of a Certificate and subsequent use of the key pair and Certificate constitutes Certificate acceptance.

#### **4.4.2 Publication of the Certificate by the CA**

Certificates SHALL be published in a database and/or a publicly accessible Repository.

#### **4.4.3 Notification of Certificate Issuance by the CA to Other Entities**

No Stipulation

### **4.5 KEY PAIR AND CERTIFICATE USAGE**

#### **4.5.1 Subscriber Private Key and Certificate Usage**

Use of the Private Key corresponding to the Public Key in the Certificate SHALL only be permitted once the Subscriber, or Applicant Representative, has agreed to the Subscriber agreement and accepted the Certificate.

See Section 9.6.3, provisions 2 (Protection of Private Key) and 4 (Use of Certificate).

Subscribers and CAs SHALL use their Private Keys for the purposes as constrained by the extensions (such as key usage, extended key usage, certificate policies, etc.) in the Certificates issued to them.

Subscribers SHALL protect their Private Keys from unauthorized use and discontinue use of the Private Key following expiration or revocation of the Certificate.

Subscribers SHALL contact the issuing entity if the Private Key is compromised.

#### **4.5.2 Relying Party Public Key and Certificate Usage**

Relying parties SHALL use Public Key certificates and associated Public Keys for the sole purposes as constrained by the CP or respective CPS and Certificate extensions (such as key usage, extended key usage, certificate policies, etc.) in the certificates. Relying Parties are subject to the terms of the Relying Party Agreement on the public repository and responsibly verify the validity of the Certificate, including revocation status, prior to trusting any Certificate.

### **4.6 CERTIFICATE RENEWAL**

#### **4.6.1 Circumstance for Certificate Renewal**

Subscribers are responsible for the renewal of Certificates to maintain service continuity.

#### **4.6.2 Who May Request Renewal**

Certificate renewals MAY be requested by the Subscriber or an authorized agent, as long as the renewal request meets the requirements set forth in this CP, the supporting CPS, and the CA/Browser Forum's Baseline Requirements and CA/Browser Forum's Code Signing Baseline Requirements published at [www.cabforum.org](http://www.cabforum.org).

#### **4.6.3 Processing Certificate Renewal Requests**

Renewal requests follow the same validation and authentication procedures as a new Certificate Request and MAY re-use the information provided with the original Certificate Request, for means of verification. If for any reason re-verification fails, the certificate SHALL NOT be renewed and be subject to new key generation, in accordance with Section 6.1.1.

#### **4.6.4 Notification of New Certificate Issuance to Subscriber**

Certificate renewals SHALL follow the same notification method as a new Certificate, in accordance with Section 4.3.2.

#### **4.6.5 Conduct Constituting Acceptance of a Renewal Certificate**

Certificate renewals SHALL follow the same acceptance method as a new certificate, in accordance with Section 4.4.1.

#### **4.6.6 Publication of the Renewal Certificate by the CA**

Certificate renewals SHALL follow the same publication method as a new certificate, in accordance with Section 4.4.2.

#### **4.6.7 Notification of Certificate Issuance by the CA to other entities**

Certificate notifications to other entities SHALL follow the same entity notification method as a new certificate, in accordance with Section 4.4.3.

### **4.7 CERTIFICATE RE-KEY**

Issuing CAs SHALL treat certificate re-key requests identical to applications for new certificates and perform the same identity-proofing processes, as described in Section 3.2, and the same acceptance methods, as described in Section 4.4. Routine re-key of the issuing CA certificates SHALL be performed in accordance with the established Key Generation process of Section 6.1 in this CP.

#### **4.7.1 Circumstance for Certificate Re-Key**

No stipulation

#### **4.7.2 Who May Request Certification of a New Public Key**

No stipulation

#### **4.7.3 Processing Certificate Re-keying Requests**

No stipulation

#### **4.7.4 Notification of New Certificate Issuance to Subscriber**

No stipulation

#### **4.7.5 Conduct Constituting Acceptance of a Re-Keyed Certificate**

No stipulation

#### **4.7.6 Publication of the Re-Keyed Certificate by the CA**

No stipulation

#### **4.7.7 Notification of Certificate Issuance by the CA to Other Entities**

No stipulation

### **4.8 CERTIFICATE MODIFICATION**

Modification to an issued Certificate's details is not permitted. The certificate MUST first be revoked, core Subscriber information MUST remain the same (domain name, DUNS/SSN, etc.), and only inconsequential information MUST have changed (email address, phone number, etc.), before modifications to Subscriber information are allowed. The replacement certificate (i) requires a new issuance process that doesn't require the same identity and authentication procedures as a new Applicant (as in Section 4.2.1), (ii) MAY retain the same key pair, and (iii) SHALL have new validity dates.

#### **4.8.1 Circumstance for Certificate Modification**

No stipulation

#### **4.8.2 Who May Request Certificate Modification**

No stipulation

#### **4.8.3 Processing Certificate Modification Requests**

No stipulation

#### **4.8.4 Notification of New Certificate Issuance to Subscriber**

No stipulation

#### **4.8.5 Conduct Constituting Acceptance of Modified Certificate**

No stipulation

#### **4.8.6 Publication of the Modified Certificate by the CA**

No stipulation

#### **4.8.7 Notification of Certificate Issuance by the CA to other entities**

No stipulation

### **4.9 CERTIFICATE REVOCATION AND SUSPENSION**

#### **4.9.1 Circumstances for Revocation**

Microsoft PKI Services SHALL revoke Subscriber or Subordinate CA Certificates if one or more of the following circumstances occur:

1. Certificate revocation is requested in writing and in accordance with Section 4.9.3;
2. Microsoft acquires evidence that the Certificate or key pairs were compromised or misused.
3. The Subscriber can be shown to have violated obligations under the Subscriber Agreement;
4. Microsoft PKI Services is notified that the original Certificate request was not authorized and does not grant retroactive authorization;
5. The Natural Person Subscriber has been terminated or the organization goes out of business;
6. The Issuing or Subordinate CA ceases operation for any reason and has not arranged for another CA to provide revocation support for the Certificate;
7. The Issuing or Subordinate CA's right to issue Certificates has expired, is revoked or terminated, unless the CA arranged to continue maintaining the CRL/OCSP Repository;
8. Any information in the certificate is inaccurate, not legally permitted, or presents an unacceptable risk to Microsoft, Relying Parties, or Application Software Suppliers;
9. Revocation is required per guidelines in this CP or respective CPS;
10. The Certificate was not issued in accordance with this CP, CPS, corresponding CA/B Forum Guidelines, or other arising factors per applicable laws or regulations.

##### **4.9.1.1 Reasons for Revoking a Subscriber Certificate**

A Subscriber Certificate SHALL be revoked within the timeframes specified in the appropriate CPS if any of the circumstances in Section 4.9.1 or additional items specified in the CA/B Forum Baseline Requirements or CA/B Forum Code Signing Baseline Requirements.

##### **4.9.1.2 Reasons for Revoking a Subordinate CA Certificate**

A Subordinate CA Certificate SHALL be revoked within seven (7) days if one or more of the circumstances in Section 4.9.1 or additional items specified in the CA/B Forum Baseline Requirements or CA/B Forum Code Signing Baseline Requirements.

#### **4.9.2 Who Can Request Revocation**

Certificate revocations MAY be requested from the authorized Subscribers, RAs, or the

Issuing CA. Third parties MAY also submit Certificate Problem Reports to the Issuing CA, if one or more of the circumstances in 4.9.1 occur that suggests reasonable cause to revoke the certificate.

#### **4.9.3 Procedure for Revocation Request**

The issuing CA SHALL provide Revocation Request instructions that are noted in the respective CPS to parties and maintain a 24x7 availability to accept and respond to requests by steps outlined in Section 3.4. A manual process SHALL be used to approve high assurance CA requests for Certificate revocation.

Issuing CAs and/or RAs will take the appropriate actions to process the Certificate revocation, per Section 4.9.

#### **4.9.4 Revocation Request Grace Period**

Subscribers are required to request revocation within a commercially reasonable amount of time after detecting the loss or compromise of the Private Key (within 24 hours is recommended).

#### **4.9.5 Time Within Which CA Must Process the Revocation Request**

Revocation requests SHALL initiate an investigation within 24 business hours of receiving the request.

Issuing CAs and/or RAs SHALL consider whether revocation or other actions are warranted based on at least following criteria:

1. The entity submitting the complaint;
2. The nature of the alleged problem;
3. The number of reports received about a certain Certificate or Subscriber problem; or
4. Relevant legislation.

#### **4.9.6 Revocation Checking Requirement for Relying Parties**

No Stipulation.

#### **4.9.7 CRL Issuance Frequency**

No Stipulation.

#### **4.9.8 Maximum Latency for CRLs**

Issuing CAs SHALL ensure that the response time for CRL or OCSP requests do not exceed ten (10) seconds under normal operating conditions.

#### **4.9.9 On-Line Revocation/Status Checking Availability**

In accordance with RFC6960 and/or RFC5019, CAs MUST ensure that OCSP responses are signed by one of the following:

1. The Issuing CA of the Certificate whose revocation status is being checked, or
2. An OCSP Responder whose Certificate is signed by the Issuing CA of the Certificate whose revocation status is being checked.

- a. In this instance, the OCSP signing Certificate MUST contain an extension type of id-pkix-ocsp-nocheck, as defined by RFC6960.

#### **4.9.10 On-Line Revocation Checking Requirements**

No Stipulation

#### **4.9.11 Other Forms of Revocation Advertisements Available**

No Stipulation

#### **4.9.12 Special Requirements re Key Compromise**

See Section 4.9.1

#### **4.9.13 Circumstances for Suspension**

Not applicable.

#### **4.9.14 Who Can Request Suspension**

Not applicable.

#### **4.9.15 Procedure for Suspension Request**

Not applicable.

#### **4.9.16 Limits on Suspension Period**

Not applicable.

### **4.10 CERTIFICATE STATUS SERVICES**

#### **4.10.1 Operational Characteristics**

Revocation entries on a CRL or OCSP Response MUST NOT be removed until after the Expiry Date of the revoked Certificate.

#### **4.10.2 Service Availability**

The CA SHALL operate and maintain its CRL and OCSP capability with resources sufficient to provide a response time of ten (10) seconds or less under normal operating conditions.

The CA SHALL maintain an online 24x7 Repository that software applications can use to automatically check the current status of all unexpired Certificates issued by the CA.

The CA SHALL maintain an uninterrupted 24x7 capability to internally respond to a high-priority Certificate Problem Report, forward the reported complaint to law enforcement authorities, and/or revoke a Certificate that is the subject of such a complaint.

#### **4.10.3 Optional Features**

No Stipulation

### **4.11 END OF SUBSCRIPTION**

Certificate Subscriptions end when the certificate has either been revoked or expires.

## **4.12 KEY ESCROW AND RECOVERY**

### **4.12.1 Key Escrow and Recovery Policy and Practices**

Not applicable.

### **4.12.2 Session Key Encapsulation and Recovery Policy and Practices**

Not applicable.

## **5. FACILITY, MANAGEMENT, AND OPERATIONAL CONTROLS**

The CA SHALL develop, implement, and maintain a comprehensive security program which includes an annual Risk Assessment that:

1. Identifies foreseeable internal and external threats that could result in unauthorized access, disclosure, misuse, alteration, or destruction of any Certificate Data or Certificate Management Processes;
2. Assesses the likelihood and potential damage of these threats, taking into consideration the sensitivity of the Certificate Data and Certificate Management Processes; and
3. Evaluates the proficiency of the policies, procedures, information systems, technology, and other arrangements that the CA has in place to counter such threats.

Based on the outcome of the Risk Assessment, the CA SHALL develop, implement, and maintain a security plan consisting of security procedures, measures, and products designed to achieve the objectives set forth above and to manage and control the risks identified during the Risk Assessment, commensurate with the sensitivity of the Certificate Data and Certificate Management Processes. The security plan MUST include administrative, organizational, technical, and physical safeguards appropriate to the sensitivity of the Certificate Data and Certificate Management Processes. The security plan MUST also take into account then-available technology and cost of implementing the specific measures, and SHALL implement a reasonable level of security appropriate to the harm that might result from a breach of security and the nature of the data to be protected.

## **5.1 PHYSICAL CONTROLS**

### **5.1.1 Site Location and Construction**

CA and RA operations are conducted within physically protected environments designed to detect and prevent unauthorized use or disclosure of, or access to sensitive information and systems. The CA maintains multiple business resumption facilities for CA and RA operations. Business resumption facilities are protected with comparable physical and logical security controls. Business resumption facilities are at geographically disparate locations, so that operations MAY continue if one or more locations are disabled.

### **5.1.2 Physical Access**

CA facilities are protected from unauthorized access, through the required use of multi-factor authentication solutions. Facility security systems electronically log ingress and egress of authorized personnel.

Physical access to cryptographic systems, hardware, and activation materials are restricted by multiple access control mechanisms, which are logged, monitored, and video recorded on a 24x7 basis.

### **5.1.3 Power and Air Conditioning**

CA facilities are equipped with redundant power and climate control systems to ensure continuous and uninterrupted operation of CA systems.

### **5.1.4 Water Exposures**

Commercially reasonable safeguards and recovery measures have been taken to minimize the risk of damage from water exposure.

### **5.1.5 Fire Prevention and Protection**

Commercially reasonable fire prevention and protection measures are in place to detect and extinguish fires and prevent damage from exposure to flames or smoke.

### **5.1.6 Media Storage**

Media containing production software, data, audit, and archival backup information SHALL be securely stored within facilities with appropriate physical and logical access controls, consistent with Sections 5.1.2 – 5.1.5, that prevent unauthorized access and provide protection from environmental hazards.

### **5.1.7 Waste Disposal**

Sensitive waste material or PKI information SHALL be shredded and destroyed by an approved service. Removable media containing sensitive information SHALL be rendered unreadable before secure disposal. Cryptographic devices, smart cards, and other devices that may contain Private Keys or keying material SHALL be physically destroyed or zeroized in accordance with the manufacturers' waste disposal guidelines.

### **5.1.8 Off-Site Backup**

Alternate facilities have been established for the storage and retention of PKI systems/data backups. The facilities are accessible by authorized personnel on a 24x7 basis with physical security and environmental controls comparable to those of the primary CA facility.

## **5.2 PROCEDURAL CONTROLS**

### **5.2.1 Trusted Roles**

Trusted Roles consist of vetted and approved employees, contractors, or consultants that require access to or control over the CA's PKI operations. Trusted Role positions are subject to a clearly

defined set of responsibilities that maintain a strict multi- person control; such that, no single person is able to perform both validation duties and certificate issuance fulfillment without a secondary review by another “trusted” team member. The personnel considered for Trusted Role positions MUST successfully pass the screening and training requirements of CPS Section 5.3. Trusted Role positions MAY include, but are not limited to, system administrators, operators, engineers, and certain executives who are designated to oversee CA operations.

### **5.2.2 Number of Persons Required per Task**

The CA Private Key SHALL be backed up, stored, and recovered only by at least two persons in Trusted Roles using, at least, dual control in a physically secured environment.

### **5.2.3 Identification and Authentication for Each Role**

Individuals in a trusted role position SHALL be authorized by management to perform CA duties and MUST satisfy the Personnel Controls requirements specified in Section 5.3.

### **5.2.4 Roles Requiring Separation of Duties**

To ensure a separation of duties, as described in Section 5.2.1, PKI responsibilities relating to access, operations, and audit MUST be performed by separate Trusted Roles.

## **5.3 PERSONNEL CONTROLS**

### **5.3.1 Qualifications, Experience, and Clearance Requirements**

The CA verifies the identity and trustworthiness of all personnel, whether as an employee, agent, or an independent contractor, prior to the engagement of such person(s).

Any personnel occupying a Trusted Role (as defined in 5.2.1) MUST possess suitable experience and be deemed qualified. Personnel in Trusted Roles SHALL undergo training prior to performing any duties as part of that role.

### **5.3.2 Background Check Procedures**

Prior to assignment in a Trusted Role position, the prospective CA personnel SHALL undergo and clear the necessary background checks or security screenings requirements, as required by CA hiring policies, CA/B Forum Guidelines, and local laws.

### **5.3.3 Training Requirements**

All personnel involved with validation operations SHALL receive and pass the required training to perform the duties relative to their assigned Trusted Role. The CA SHALL retain records of the training completed by such individuals.

### **5.3.4 Retraining Frequency and Requirements**

Trusted Role personnel SHALL receive periodic training to maintain competency with the CA’s PKI-related operations and regulatory changes.

The CA SHALL maintain records of all training taken by Trusted Role personnel.

### **5.3.5 Job Rotation Frequency and Sequence**

No stipulation

### **5.3.6 Sanctions for Unauthorized Actions**

In accordance with the CA's HR policies, appropriate disciplinary actions SHALL be taken for unauthorized actions or other violations of PKI policies and procedures.

### **5.3.7 Independent Contractor Requirements**

The CA MAY employ contractors, as necessary. Contractors SHALL adhere to background checks, training, skills assessment, and audit requirements, as appropriate for their role.

### **5.3.8 Documentation Supplied to Personnel**

CA PKI personnel are required to read this CP and the respective CPS. They are also provided with PKI policies, procedures, and other documentation relevant to their job functions.

## **5.4 AUDIT LOGGING PROCEDURES**

### **5.4.1 Types of Events Recorded**

Upon effective date, the types of events recorded SHALL be defined in the respective CPS and made available to the CA's Qualified Auditor upon request.

### **5.4.2 Frequency of Processing Log**

Audit logs are reviewed on an as-needed basis.

### **5.4.3 Retention Period for Audit Log**

Upon effective date, Audit logs SHALL be retained for a period defined in the respective CPS and made available to the CA's Qualified Auditor upon request.

### **5.4.4 Protection of Audit Log**

Audit logs are protected from unauthorized viewing, modification, deletion, or other tampering using a combination of physical and logical security access controls.

### **5.4.5 Audit Log Backup Procedures**

Audit logs are backed up and archived in accordance with business practices.

### **5.4.6 Audit Collection System (Internal vs. External)**

No Stipulation

### **5.4.7 Notification to Event-Causing Subject**

No Stipulation

### **5.4.8 Vulnerability Assessments**

The CA MUST maintain detection and prevention security controls to safeguard Certificate

Systems against potential threats or vulnerabilities.

## **5.5 RECORDS ARCHIVAL**

### **5.5.1 Types of Records Archived**

The CA SHALL maintain archived backups of application and system data. Archived information MAY include, but are not limited to, the following:

- Audit data, as specified in Section 5.4
- Data related to Certificate requests, verifications, issuances, and revocations
- CA policies, procedures, entity agreements, compliance records,
- Cryptographic device and key life cycle information
- Systems management and change control activities

### **5.5.2 Retention Period for Archive**

CA SHALL retain all documentation relating to a Certificate's activities for a period specified in the appropriate CPS after the Certificate ceases to be valid.

### **5.5.3 Protection of Archive**

Archives of relevant records are secured using a combination of physical and logical access controls at both the primary and backup locations. Access is restricted to authorized personnel and SHALL be maintained for the period of time specified in Section 5.5.2.

### **5.5.4 Archive Backup Procedures**

Adequate backup procedures SHALL be in place so that in the event of the loss or destruction of the primary archives, a complete set of backup copies will be readily available within a feasible period of time.

### **5.5.5 Requirements for Time-Stamping of Records**

Certificates, CRLs, and other database entries SHALL contain time and date information.

### **5.5.6 Archive Collection System (Internal or External)**

The CA SHALL employ appropriate systems for the collection and maintenance of archived records.

### **5.5.7 Procedures to Obtain and Verify Archive Information**

Only authorized CA personnel SHALL have access to primary and backup archives. The CA MAY, at its own discretion, release specific archived information, following a formal request from a Subscriber, a Relying Party, or an authorized agent thereof.

## **5.6 KEY CHANGEOVER**

No Stipulation

## **5.7 COMPROMISE AND DISASTER RECOVERY**

### **5.7.1 Incident and Compromise Handling Procedures**

All CA organizations SHALL have formal Incident Response, Disaster Recovery, and/or Business Continuity Plans that contain documented procedures to notify and reasonably protect Application Software Suppliers, Subscribers, and Relying Parties in the event of a disaster, security compromise, or business failure. Business Continuity and Security Plans do not have to be publicly disclosed, but the CA SHALL make them available to auditors upon request and annually test, review, and update the procedures.

The Business Continuity Plan aligns with the requirements of the CA/B Forum's Baseline Requirements.

### **5.7.2 Computing Resources, Software, and/or Data Are Corrupted**

See Section 5.7.4.

### **5.7.3 Entity Private Key Compromise Procedures**

The CA's business continuity plan contains the procedures to address incidents in which a CA Private Key is suspected to be or has been compromised. Upon thorough investigation, appropriate actions will be taken to revoke and generate new key pairs, notify affected Subscribers, and coordinate revoking and reissuing the affected certificates.

### **5.7.4 Business Continuity Capabilities After a Disaster**

In the event of a disaster, the CA has established and maintains business continuity capabilities to address the recovery of PKI services in the event of critical interruptions or outages with CA operations. The recovery procedures align with those identified in Section 5.7.1 and the accompanying CPS.

## **5.8 CA OR RA TERMINATION**

In the event that it is necessary to terminate the operation of a CA, CA management will plan and coordinate the termination process with its Subscribers and Relying Parties such that the impact of the termination is minimized. The CA will make a commercially reasonable effort to provide prior notice to Subscribers and Relying Parties and preserve relevant records for a period of time deemed fit for functional and legal purposes.

## **6. TECHNICAL SECURITY CONTROLS**

### **6.1 KEY PAIR GENERATION AND INSTALLATION**

#### **6.1.1 Key Pair Generation**

##### **6.1.1.1 CA Key Pair Generation**

The CA SHALL have effective practices and controls in place to reasonably assure that the generation of Root and Subordinate CA key pairs are performed in a physically secured environment, using cryptographic modules that meet the requirements of Section 6.2, by multiple Trusted Role personnel, following a prepared key generation script.

Additional details of the CA key generation ceremony MAY reside in the respective CPS.

#### **6.1.1.2 RA Key Pair Generation**

No Stipulation

#### **6.1.1.3 Subscriber Key Pair Generation**

The Subscriber MAY generate their own key pairs, in accordance to the requirements set forth in Section 6.1.5 and 6.1.6. If the Subscriber does not adhere to these requirements or has a known weak Private Key, the CA SHALL reject the Certificate Request.

#### **6.1.2 Private Key Delivery to Subscriber**

If a Subscriber generates their own key pairs, Private Key delivery is not performed. In the event the CA is authorized to generate a Private Key on behalf of a Subscriber, the Private Key will be encrypted prior to transporting to the Subscriber.

#### **6.1.3 Public Key Delivery to Certificate Issuer**

No Stipulation

#### **6.1.4 CA Public Key Delivery to Relying Parties**

No Stipulation

#### **6.1.5 Key Sizes**

No Stipulation

#### **6.1.6 Public Key Parameters Generation and Quality Checking**

The CA SHALL generate Private Keys using secure algorithms and parameters based on current research and industry standards.

Quality checks for both RSA and ECC algorithms are performed on generated CA keys.

#### **6.1.7 Key Usage Purposes (as per X.509 v3 Key Usage Field)**

Root Certificate Private Keys MUST NOT be used to sign Certificates, except in the following cases:

1. Self-signed Certificates to represent the Root CA;
2. Certificates for Subordinate CAs and Cross Certificates;
3. Certificates for infrastructure purposes (administrative role certificates, internal CA operational device certificates); and
4. Certificates for OCSP Response verification.

### **6.2 PRIVATE KEY PROTECTION AND CRYPTOGRAPHIC MODULE ENGINEERING CONTROLS**

The CA SHALL implement physical and logical security controls to prevent the unauthorized issuance of a certificate. The CA Private Key MUST be protected outside of the validated system

or device specified above, using physical security, encryption, or a combination of both, and be implemented in a manner that prevents its disclosure. The CA SHALL encrypt the Private Key with an algorithm and key-length that are capable of withstanding cryptanalytic attacks for the residual life of the encrypted key or key part.

### **6.2.1 Cryptographic Module Standards and Controls**

CA key pairs are generated and protected by validated FIPS 140-2 level 3 hardware cryptographic modules that meet industry standards for random number and prime number generation.

The Timestamp Authority protects its signing key using a process that is at least to FIPS 140-2 Level 3, Common Criteria EAL4+ (ALC, FLR2), or higher.

### **6.2.2 Private Key (n out of m) Multi-Person Control**

The participation of multiple individuals in trusted role positions are required to perform sensitive CA Private Key operations (e.g., hardware security module (HSM) activation, signing operations, CA key backup, CA key recovery, etc.).

### **6.2.3 Private Key Escrow**

No Stipulation

### **6.2.4 Private Key Backup**

Backup copies of CA Private Keys SHALL be backed up by multiple persons in trusted role positions and only be stored in encrypted form on cryptographic modules that meet the requirements specified in Section 6.2.1.

### **6.2.5 Private Key Archival**

No Stipulation

### **6.2.6 Private Key Transfer into or from a Cryptographic Module**

No Stipulation

### **6.2.7 Private Key Storage on Cryptographic Module**

See Section 6.2.1

### **6.2.8 Method of Activating Private Key**

Cryptographic modules used for CA Private Key protection utilize a smart card-based activation mechanism by multiple Trusted Role personnel using multi-factor authentication.

### **6.2.9 Method of Deactivating Private Key**

No Stipulation

### **6.2.10 Method of Destroying Private Key**

CA Private Keys SHALL be destroyed when they are no longer needed or when the Certificates, to which they correspond, expire or are revoked. The destruction process SHALL be performed by multiple Trust Role personnel and documented using verifiable methods.

### **6.2.11 Cryptographic Module Rating**

See Section 6.2.1.

## **6.3 OTHER ASPECTS OF KEY PAIR MANAGEMENT**

### **6.3.1 Public Key Archival**

Copies of CA and Subscriber certificates and Public Keys SHALL be archived in accordance with Section 5.5.

### **6.3.2 Certificate Operational Periods and Key Pair Usage Periods**

See appropriate CPS for further stipulations.

## **6.4 ACTIVATION DATA**

### **6.4.1 Activation Data Generation and Installation**

CA SHALL protect activation data from compromise or disclosure. Appropriate cryptographic and physical access controls SHALL be implemented to prevent unauthorized use of any CA Private Key activation data.

### **6.4.2 Activation Data Protection**

No Stipulation

### **6.4.3 Other Aspects of Activation Data**

No Stipulation

## **6.5 COMPUTER SECURITY CONTROLS**

### **6.5.1 Specific Computer Security Technical Requirements**

CA systems SHALL be secured from unauthorized access using multi-factor authentication security controls.

### **6.5.2 Computer Security Rating**

No stipulation

## **6.6 LIFE CYCLE TECHNICAL CONTROLS**

### **6.6.1 System Development Controls**

No Stipulation

## **6.6.2 Security Management Controls**

No Stipulation

## **6.6.3 Life Cycle Security Controls**

No stipulation

## **6.7 NETWORK SECURITY CONTROLS**

No stipulation

## **6.8 TIME-STAMPING**

Certificates, CRLs, and other revocation database entries SHALL contain time and date information.

# **7. CERTIFICATE, CRL, AND OCSP PROFILES**

## **7.1 CERTIFICATE PROFILE**

CA certificates SHALL be X.509 Version 3 format and conform to RFC 5280 standards: Internet X.509 Public Key Infrastructure Certificate and CRL profile.

### **7.1.1 Version Number(s)**

CAs SHALL issue certificates that are compliant with X.509 Version 3.

### **7.1.2 Certificate Extensions**

The extensions defined for the CA's X.509 v3 certificates provide methods for associating additional attributes with users or Public Keys and for managing the certification hierarchy. Each extension in a certificate is designated as either critical or non-critical.

Certificate extensions, their criticality, and cryptographic algorithm object identifiers, are provisioned according to the IETF RFC 5280 standards and/or comply with CA/B Forum Baseline Requirements or Codesign Baseline Requirements.

#### **7.1.2.1 Root CA Certificate**

Root CAs SHALL ensure that the content of the Certificate Issuer Distinguished Name field matches the Subject DN of the Issuing CA to support Name chaining, as specified in RFC 5280.

#### **7.1.2.2. Subordinate CA Certificate**

Subordinate CA Certificates MAY include extensions and values that are pertinent for their intended use, in accordance with this CP, the accompanying CPS, and as specified in RFC 5280.

#### **7.1.2.3. Subscriber Certificate**

Subscriber Certificates MAY include extensions and values that are pertinent for their intended use, in accordance with this CP, the accompanying CPS, and as specified in RFC 5280.

#### **7.1.2.4 All Certificates**

All other provisions SHALL be set in accordance with RFC 5280 and/or CA/B Forum Baseline Requirements and CA/B Forum Code Signing Baseline Requirements, as appropriate.

#### **7.1.2.5 Application of RFC 5280**

The applicability of RFC 5280 SHALL be governed by the respective Requirements and Guidelines of the Internet Engineering Task Force (IETF) and/or the CA/B Forum (CA/B Forum).

#### **7.1.3 Algorithm Object Identifiers**

No stipulation

#### **7.1.4 Name Forms**

Issuing CAs SHALL issue Certificates with Name Forms compliant with RFC 5280.

##### **7.1.4.1. Issuer Information**

No Stipulation

##### **7.1.4.2. Subject Information – Subscriber Certificates**

No Stipulation

###### **7.1.4.2.1. Subject Alternative Name Extension**

No Stipulation

###### **7.1.4.2.2. Subject Distinguished Name Fields**

No Stipulation

##### **7.1.4.3. Subject Information – Root Certificates and Subordinate CA Certificates**

By issuing a Subordinate CA Certificate, the CA represents that it followed the procedure set forth in this CP and CPS to verify that, as of the Certificate's issuance date, all of the Subject Information was accurate.

###### **7.1.4.3.1. Subject Distinguished Name Fields**

No Stipulation

#### **7.1.5 Name Constraints**

Issuing CAs reserve the right to issue Certificates with Name Constraints and mark them as critical, where necessary. Unless otherwise documented in this CP or accompanying CPS, the use of Name Constraints SHALL conform with the X.509 V3 standard (RFC 5280) and the CA/B Forum's Baseline Requirements and CA/B Forum's Code Signing Baseline Requirements.

### **7.1.6 Certificate Policy Object Identifier**

Issuer CAs MAY issue Certificates with policy identifiers set forth in Section 1.2 herein, and comply with the provisions of this CP, the respective CPS, and the CA/B Forum Baseline Requirements and CA/B Forum Code Signing Baseline Requirements.

#### **7.1.6.1 Reserved Certificate Policy Object Identifiers**

No Stipulation

#### **7.1.6.2 Root CA Certificates**

No Stipulation

#### **7.1.6.3 Subordinate CA Certificates**

No Stipulation

#### **7.1.6.4 Subscriber Certificates**

No Stipulation

### **7.1.7 Usage of Policy Constraints Extension**

No Stipulation

### **7.1.8 Policy Qualifiers Syntax and Semantics**

No Stipulation

### **7.1.9 Processing Semantics for the Critical Certificate Policies Extension**

No Stipulation

## **7.2 CRL PROFILE**

CRL Profiles comply with X.509 V3 standards.

### **7.2.1 Version Number(s)**

No Stipulation

### **7.2.2 CRL and CRL Entry Extensions**

No Stipulation

## **7.3 OCSP PROFILE**

The profile for OCSP responses issued under this PKI System conforms to RFC 5019 and RFC 6960 standards.

### **7.3.1 Version Number(s)**

No Stipulation

### **7.3.2 OCSP Extensions**

No Stipulation

## **8. COMPLIANCE AUDIT AND OTHER ASSESSMENTS**

Microsoft PKI Services SHALL at all times:

1. Comply with the requirements in this CP;
2. Comply with the audit requirements set forth in Section 8 of the BRs; and
3. Be licensed as a CA in each jurisdiction of operation, where required, for the issuance of Certificates.

### **8.1 FREQUENCY AND CIRCUMSTANCES OF ASSESSMENT**

The CA MUST have an independent auditor annually assess the CA's compliance to the stated requirements and practices of the CP and respective CPS. The results of the audit SHALL be provided in an Audit Report indicating the compliance status with the applicable standards under the audit scheme herein.

Any changes to the CA business practices are subject to and SHALL require Self Audits, as described in Section 8.7. Any audit deficiencies SHALL be addressed and remedied, in accordance with Section 8.5. The annual audit SHALL include items mentioned in Section 8.4.

### **8.2 IDENTITY/QUALIFICATIONS OF ASSESSOR**

The CA SHALL have an annual audit conducted by an independent licensed Auditor that demonstrates proficiency in the criteria specified in Section 8.4 and maintains a Professional Liability/Errors, & Omissions insurance policy with a minimum coverage of one million US dollars.

### **8.3 ASSESSOR'S RELATIONSHIP TO ASSESSED ENTITY**

The entity that performs the annual audit SHALL be completely independent of the CA.

### **8.4 TOPICS COVERED BY ASSESSMENT**

Annual audits SHALL be performed by an independent certified Auditor that assesses the CA's PKI operations in accordance with the stipulations documented in the CP and respective CPS.

### **8.5 ACTIONS TAKEN AS A RESULT OF DEFICIENCY**

Deficiencies identified by the auditor during the compliance audit will determine the actions to be taken. The PKI Policy Authority is responsible for ensuring that remediation plans are promptly developed, documented, and corrective actions are taken within an adequate timeframe corresponding to the significance of identified matters.

### **8.6 COMMUNICATION OF RESULTS**

Audit results are provided to the PKI Policy Authority, who will distribute to the necessary parties, as required. General audit findings that do not impact the overall audit opinion are not required to be publicized.

## **8.7 SELF-AUDITS**

No Stipulation

## **9. OTHER BUSINESS AND LEGAL MATTERS**

### **9.1 FEES**

#### **9.1.1 Certificate Issuance or Renewal Fees**

The CA does reserve the right to charge Subscribers fees for Certificate issuance and renewals.

#### **9.1.2 Certificate Access Fees**

The CA reserves the right to charge a fee for making a Certificate available in a repository or otherwise.

#### **9.1.3 Revocation or Status Information Access Fees**

The CA does not charge a fee to Relying Parties for access to revocation or status information in accordance with Section 2. Microsoft PKI Services reserves the right to charge a fee for providing customized CRLs or other value-added revocation and status information services.

#### **9.1.4 Fees for Other Services**

The CA does not charge a fee for accessing this CP. However, any use of the CP for purposes other than viewing the document, including reproduction, redistribution, modification, or creation of derivative works, MAY be subject to a license agreement with the entity holding the copyright to the document.

#### **9.1.5 Refund Policy**

No Stipulation

## **9.2 FINANCIAL RESPONSIBILITY**

Subscribers and Relying Parties SHALL be responsible for the financial consequences to such Subscribers, Relying Parties, and to any other persons, entities, or organizations for any transactions in which such Subscribers or Relying Parties participate and which use Microsoft PKI Services Certificates or any services provided in respect to such Certificates. Microsoft PKI Services makes no representations and gives no warranties or conditions regarding the financial efficacy of any transaction completed utilizing a Certificate provided by Microsoft PKI Services or any services provided in respect to such Certificates and neither Microsoft nor any of its subcontractors, distributors, agents, suppliers, employees, or directors SHALL have any liability except as explicitly set forth herein in respect to the use of or reliance on any such Certificate or any services provided in respect to such a Certificate.

### **9.2.1 Insurance Coverage**

Each CA SHALL maintain the following insurance related to their respective performance and obligations under these Guidelines:

(A) Commercial General Liability insurance (occurrence form) with policy limits of at least two million US dollars in coverage; and

(B) Professional Liability/Errors and Omissions insurance, with policy limits of at least five million US dollars in coverage, and including coverage for (i) claims for damages arising out of an act, error, or omission, unintentional breach of contract, or neglect in issuing or maintaining Certificates, and (ii) claims for damages arising out of infringement of the proprietary rights of any third party (excluding copyright, and trademark infringement), and invasion of privacy and advertising injury.

Such insurance MUST be with a company rated no less than A- as to Policy Holder's Rating in the current edition of Best's Insurance Guide (or with an association of companies each of the members of which are so rated).

A CA MAY self-insure for liabilities that arise from such party's performance and obligations under these Guidelines provided that it has at least five hundred million US dollars in liquid assets based on audited financial statements in the past twelve months, and a quick ratio (ratio of liquid assets to current liabilities) of not less than 1.0.

### **9.2.2 Other Assets**

Customers SHALL have access to sufficient financial resources to support operations and perform duties in accordance with the Microsoft PKI Services CP and SHALL be able to bear the risk of liability to Subscribers and Relying Parties.

### **9.2.3 Insurance or Warranty Coverage for End-Entities**

No Stipulation

## **9.3 CONFIDENTIALITY OF BUSINESS INFORMATION**

Each CA will have appropriate terms and policies in place to maintain the confidentiality and privacy of applicable information and, at the same time, publish such information as is necessary for proper operation of each PKI service.

### **9.3.1 Scope of Confidential Information**

No Stipulation

### **9.3.2 Information Not Within the Scope of Confidential Information**

No Stipulation

### **9.3.3 Responsibility to Protect Confidential Information**

No Stipulation

## **9.4 PRIVACY OF PERSONAL INFORMATION**

No Stipulation

### **9.4.1 Privacy Plan**

No Stipulation

#### **9.4.2 Information Treated as Private**

No Stipulation

#### **9.4.3 Information Not Deemed Private**

No Stipulation

#### **9.4.4 Responsibility to Protect Private Information**

No Stipulation

#### **9.4.5 Notice and Consent to Use Private Information**

No Stipulation

#### **9.4.6 Disclosure Pursuant to Judicial or Administrative Process**

No Stipulation

#### **9.4.7 Other Information Disclosure Circumstances**

No Stipulation

### **9.5 INTELLECTUAL PROPERTY RIGHTS**

The following are the property of Microsoft:

- This CP;
- Policies and procedures supporting the operation of Microsoft PKI Services;
- Certificates and CRLs issued by Microsoft PKI Services managed CAs;
- Distinguished Names (DNs) used to represent entities within the Microsoft PKI Services CA hierarchy; and
- CA infrastructure and Subscriber key pairs.

Microsoft PKI participants acknowledge that Microsoft retains all Intellectual Property Rights in and to this CP.

This document is made available to the public under the Creative Commons license Attribution-NoDerivs (<https://creativecommons.org/licenses/by-nd/4.0/>) (version 4.0 or later).

### **9.6 REPRESENTATIONS AND WARRANTIES**

#### **9.6.1 CA Representations and Warranties**

By issuing a Certificate, the CA makes the certificate warranties listed herein to the following Certificate Beneficiaries:

1. The Subscriber that is a party to the Subscriber Agreement for the Certificate;
2. All Application Software Suppliers with whom the Root CA has entered into a contractual relationship for inclusion of its Root Certificate in software distributed by such Application Software Suppliers; and

3. All Relying Parties who reasonably rely on a Valid Certificate. Microsoft PKI Services represents and warrants to the Certificate Beneficiaries, during the period when the Certificate is valid, the CA has complied, in all material aspects and to the best of its knowledge, with the CA/B Forum BRs and the CP or CPS in issuing and managing the Certificate.

The certificate warranties specifically include the following:

1. **Right to Use Domain Name or IP Address:** That, at the time of issuance, Microsoft PKI Services
  - a. implemented a procedure for verifying that the Applicant either had the right to use, or had control of, the Domain Name(s) and IP address(es) listed in the Certificate's subject field and subjectAltName extension (or, only in the case of Domain Names, was delegated such right or control by someone who had such right to use or control);
  - b. followed the procedure when issuing the Certificate; and
  - c. accurately described the procedure in the CA's Certificate Policy or Certification Practice Statement;
2. **Authorization for Certificate:** That, at the time of issuance, Microsoft PKI Services
  - a. implemented a procedure for verifying that the Subject authorized the issuance of the Certificate and that the Applicant Representative is authorized to request the Certificate on behalf of the Subject;
  - b. followed the procedure when issuing the Certificate; and
  - c. accurately described the procedure in the CA's Certificate Policy or Certification Practice Statement;
3. **Accuracy of Information:** That, at the time of issuance, Microsoft PKI Services
  - a. implemented a procedure for verifying the accuracy of all of the information contained in the Certificate;
  - b. followed the procedure when issuing the Certificate; and
  - c. accurately described the procedure in the CA's Certificate Policy or Certification Practice Statement;
4. **Identity of Applicant:** That, if the Certificate contains Subject Identity Information, Microsoft PKI Services
  - a. implemented a procedure to verify the identity of the Applicant in accordance with the CP/CPS Section 3.2 and CP/CPS Section 7.1.4.2.2;
  - b. followed the procedure when issuing the Certificate; and
  - c. accurately described the procedure in the CA's Certificate Policy or Certification Practice Statement;
5. **Subscriber Agreement:** That, if Microsoft PKI Services and Subscriber are not Affiliated, the Subscriber and CA are parties to a legally valid and enforceable Subscriber Agreement that satisfies these Requirements, or, if the CA and Subscriber are the same entity or are Affiliated, the Applicant Representative acknowledged the Subscriber Agreement/Terms of Use;

6. **Status:** That Microsoft PKI Services maintains a 24 x 7 publicly-accessible Repository with current information regarding the status (valid or revoked) of all unexpired Certificates; and
7. **Revocation:** That the CA will revoke the Certificate for any of the reasons specified in the BRs or this CP or accompanying CPS, but only to the extent the CA gains actual, undisputed knowledge that one of these reasons has arisen.

The foregoing representations and warranties regarding procedures relate solely to facts surrounding the establishment and documentation of the procedures and that Microsoft PKI Services followed them. They expressly do not relate to, and Microsoft PKI Services expressly disclaim any representations and warranties regarding, the outcome or results of having followed such procedures.

The Root CA SHALL be responsible for the performance and warranties of the Subordinate CA, for the Subordinate CA's compliance with the CA/B TLS Baseline Requirements and Code Signing Baseline Requirements, and for all liabilities and indemnification obligations of the Subordinate CA under these Requirements, as if the Root CA were the Subordinate CA issuing the Certificates.

### **9.6.2 RA Representations and Warranties**

No Stipulation

### **9.6.3 Subscriber Representations and Warranties**

Microsoft PKI Services SHALL require, as part of the Subscriber Agreement or Terms of Use, that the Applicant make the commitments and warranties in this section for the benefit of the CA and the Certificate Beneficiaries.

Prior to the issuance of a Certificate, the CA SHALL obtain, for the express benefit of the CA and the Certificate Beneficiaries, either:

1. The Applicant's agreement to the Subscriber Agreement with the CA, or
2. The Applicant's acknowledgement of the Terms of Use.

Microsoft PKI Services SHALL implement a process to ensure that each Subscriber Agreement or Terms of Use is legally enforceable against the Applicant. In either case, the Agreement MUST apply to the Certificate to be issued pursuant to the certificate request.

Microsoft PKI Services MAY use an electronic or "click-through" Agreement provided that the CA has determined that such agreements are legally enforceable. A separate Agreement MAY be used for each certificate request, or a single Agreement MAY be used to cover multiple future certificate requests and the resulting Certificates, so long as each Certificate that the CA issues to the Applicant is clearly covered by that Subscriber Agreement or Terms of Use.

The Subscriber Agreement or Terms of Use MUST contain provisions imposing on the Applicant itself (or made by the Applicant on behalf of its principal or agent under a subcontractor or hosting service relationship) the following obligations and warranties:

1. Accuracy of Information: An obligation and warranty to provide accurate and complete information at all times to the CA, both in the certificate request and as otherwise requested by the CA in connection with the issuance of the Certificate(s) to be supplied by the CA;
2. Protection of Private Key: An obligation and warranty by the Applicant to take all reasonable measures to assure control of, keep confidential, and properly protect at all times the Private Key that corresponds to the Public Key to be included in the requested Certificate(s) (and any associated activation data or device, e.g. password or token);
3. Acceptance of Certificate: An obligation and warranty that the Subscriber will review and verify the Certificate contents for accuracy;
4. Use of Certificate: An obligation and warranty to install the Certificate only on servers that are accessible at the subjectAltName(s) listed in the Certificate, and to use the Certificate solely in compliance with all applicable laws and solely in accordance with the Subscriber Agreement or Terms of Use;
5. Reporting and Revocation: An obligation and warranty to: (a) promptly request revocation of the Certificate, and cease using it and its associated Private Key, if there is any actual or suspected misuse or compromise of the Subscriber's Private Key associated with the Public Key included in the Certificate, and (b) promptly request revocation of the Certificate, and cease using it, if any information in the Certificate is or becomes incorrect or inaccurate.
6. Termination of Use of Certificate: An obligation and warranty to promptly cease all use of the Private Key corresponding to the Public Key included in the Certificate upon revocation of that Certificate for reasons of Key Compromise.
7. Responsiveness: An obligation to respond to the CA's instructions concerning Key Compromise or Certificate misuse within a specified time period.
8. Acknowledgment and Acceptance: An acknowledgment and acceptance that the CA is entitled to revoke the certificate immediately if the Applicant were to violate the terms of the Subscriber Agreement or Terms of Use or if the CA discovers that the Certificate is being used to enable criminal activities such as phishing attacks, fraud, or the distribution of malware.

#### **9.6.4 Relying Party Representations and Warranties**

No Stipulation

#### **9.6.5 Representations and Warranties of Other Participants**

No Stipulation

### **9.7 DISCLAIMERS OF WARRANTIES**

Except for express warranties stated in this CP, the CA disclaims all other warranties, promises and other obligations (express, implied, statutory, or otherwise). In addition, and without limiting the foregoing the CA is not liable for any loss:

- To CA or RA services due to war, natural disasters or other uncontrollable forces;
- Incurred between the time a Certificate is revoked and the next scheduled issuance of a CRL;
- Due to unauthorized use of Certificates issued by the CA, or use of Certificates beyond the prescribed use defined by this CP;
- Arising from the negligent or fraudulent use of Certificates or CRLs issued by the CA; and
- Due to disclosure of personal information contained within Certificates, CRLs or OCSP responses.

## 9.8 LIMITATIONS OF LIABILITY

For delegated tasks, Microsoft PKI Services and any Delegated Third-Party MAY allocate liability between themselves contractually as they determine, but Microsoft PKI Services SHALL remain fully responsible for the performance of all parties in accordance with these Requirements, as if the tasks had not been delegated.

If Microsoft PKI Services has issued and managed the Certificate in compliance with the CA/B Forum BRs and its Certificate Policy and Certification Practice Statement, Microsoft PKI Services MAY disclaim liability to the Certificate Beneficiaries or any other third parties for any losses suffered as a result of use or reliance on such Certificate beyond those specified in the CA's Certificate Policy and Certification Practice Statement. If Microsoft PKI Services has not issued or managed the Certificate in compliance with these Requirements and its Certificate Policy and Certification Practice Statement, Microsoft PKI Services MAY seek to limit its liability to the Subscriber and to Relying Parties, regardless of the cause of action or legal theory involved, for any and all claims, losses or damages suffered as a result of the use or reliance on such Certificate by any appropriate means that Microsoft PKI Services desires. If Microsoft PKI Services chooses to limit its liability for Certificates that are not issued or managed in compliance with the CA/B Forum BRs or its Certificate Policy and Certification Practice Statement, then Microsoft PKI Services SHALL include the limitations on liability in the CA's Certificate Policy or Certification Practice Statement.

WE AND OUR AFFILIATES OR LICENSORS WILL NOT BE LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, OR DATA), EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, NEITHER WE NOR ANY OF OUR AFFILIATES OR LICENSORS WILL BE RESPONSIBLE FOR ANY COMPENSATION, REIMBURSEMENT, OR DAMAGES ARISING IN CONNECTION WITH: (A) YOUR INABILITY TO USE A CERTIFICATE, INCLUDING AS A RESULT OF (I) ANY TERMINATION OR SUSPENSION OF THIS AGREEMENT OR THE CPS OR REVOCATION OF A CERTIFICATE, (II) OUR

DISCONTINUATION OF ANY OR ALL SERVICE OFFERINGS IN CONNECTION WITH THIS AGREEMENT, OR, (III) ANY DOWNTIME OF ALL OR A PORTION OF CERTIFICATE SERVICES FOR ANY REASON, INCLUDING AS A RESULT OF POWER OUTAGES, SYSTEM FAILURES OR OTHER INTERRUPTIONS; (B) THE CONTENT OF ANY CERTIFICATE (INCLUDING ANY ALLEGEDLY ERRONEOUS CONTENT) OR YOUR RELIANCE ON SUCH CONTENT; (C) THE PROCESS OF ISSUING, REPORTING THE STATUS OF, OR REVOKING ANY CERTIFICATE (INCLUDING ANY ALLEGEDLY FLAWED PROCESS) OR YOUR RELIANCE ON SUCH PROCESS; (D) THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; (E) ANY INVESTMENTS, EXPENDITURES, OR COMMITMENTS BY YOU IN CONNECTION WITH THIS AGREEMENT OR YOUR USE OF OR ACCESS TO MICROSOFT'S CERTIFICATE SERVICES; OR (F) ANY UNAUTHORIZED ACCESS TO, ALTERATION OF, OR THE DELETION, DESTRUCTION, DAMAGE, LOSS OR FAILURE TO STORE ANY OF YOUR CONTENT OR OTHER DATA. IN ANY CASE, MICROSOFT AND ITS AFFILIATES' AND LICENSORS' AGGREGATE LIABILITY IN CONNECTION WITH THIS AGREEMENT AND ALL CERTIFICATES ISSUED HEREUNDER, IS LIMITED TO DIRECT DAMAGES INCURRED IN REASONABLE RELIANCE IN AN AMOUNT NOT EXCEEDING THE LESSER OF THE AMOUNT PAID BY YOU FOR THE CERTIFICATE(S) AT ISSUE OR THE AMOUNTS PAID FOR THE CERTIFICATE SERVICES FOR THE CERTIFICATE(S) AT ISSUE IN THE LAST TWELVE (12) MONTHS BEFORE THE CLAIM AROSE (UNLESS THE FOREGOING AMOUNT IS ZERO, IN WHICH CASE SUCH DIRECT DAMAGES LIMIT WILL BE DEEMED TO BE FIVE U.S. DOLLARS).

## 9.9 INDEMNITIES

### 9.9.1 Indemnification by CAs

Notwithstanding any limitations on its liability to Subscribers and Relying Parties, Microsoft PKI Services understands and acknowledges that the Application Software Suppliers who have a Root Certificate distribution agreement in place with the Root CA do not assume any obligation or potential liability of the CA under these Requirements or that otherwise might exist because of the issuance or maintenance of Certificates or reliance thereon by Relying Parties or others. Thus, except in the case where the CA is a government entity, Microsoft PKI Services SHALL defend, indemnify, and hold harmless each Application Software Supplier for any and all claims, damages, and losses suffered by such Application Software Supplier related to a Certificate issued by Microsoft PKI Services, regardless of the cause of action or legal theory involved. This does not apply, however, to any claim, damages, or loss suffered by such Application Software Supplier related to a Certificate issued by Microsoft PKI Services where such claim, damage, or loss was directly caused by such Application Software Supplier's software displaying as not trustworthy a Certificate that is still valid, or displaying as trustworthy: (1) a Certificate that has expired, or (2) a Certificate that has been revoked (but only in cases where the revocation status is currently available from Microsoft CA Services online, and the application software either failed to check such status or ignored an indication of revoked status).

### **9.9.2 Indemnification by Subscribers**

No Stipulation

### **9.9.3 Indemnification by Relying Parties**

No Stipulation

## **9.10 TERM AND TERMINATION**

### **9.10.1 Term**

This CP becomes effective upon publication in the Repository.

This CP, as amended from time to time, SHALL remain in force until it is replaced by a new version. Amendments to this CP become effective upon publication in Repository.

### **9.10.2 Termination**

This CP and any amendments remain in effect until replaced by a newer version.

### **9.10.3 Effect of Termination and Survival**

No Stipulation

## **9.11 INDIVIDUAL NOTICES AND COMMUNICATIONS WITH PARTICIPANTS**

Microsoft accepts notices related to this CP at the locations specified in Section 2.2. Notices are deemed effective after the sender receives a valid and digitally signed acknowledgment of receipt from Microsoft. If an acknowledgement of receipt is not received within five days, the sender MUST resend the notice in paper form to the street address specified in Section 2.2 using either a courier service that confirms delivery or via certified or registered mail with postage prepaid and return receipt requested. Microsoft MAY allow other forms of notice in its Subscriber Agreements.

## **9.12 AMENDMENTS**

### **9.12.1 Procedure for Amendment**

Amendments to this CP MAY be made by the Microsoft PKI Services and SHALL be approved by the Microsoft PKI Policy Authority, as per Section 1.5.4.

### **9.12.2 Notification Mechanism and Period**

No Stipulation

### **9.12.3 Circumstances under which OID must be changed**

No Stipulation

## **9.13 DISPUTE RESOLUTION PROVISIONS**

In the event of any dispute involving the services or provisions covered by this CP, the aggrieved party SHALL notify a member of Microsoft PKI Policy Authority regarding the dispute.

Microsoft PKI Policy Authority will involve the appropriate Microsoft personnel to resolve the dispute.

## **9.14 GOVERNING LAW**

**THE LAWS OF WASHINGTON STATE GOVERN THE INTERPRETATION, CONSTRUCTION, AND ENFORCEMENT OF THIS CP, INCLUDING TORT CLAIMS, WITHOUT REGARD TO ANY CONFLICTS OF LAW PRINCIPLES. THE STATE OR FEDERAL COURTS LOCATED IN KING COUNTY, WASHINGTON HAVE NONEXCLUSIVE VENUE AND JURISDICTION OVER ANY PROCEEDINGS RELATED TO THE CP.**

## **9.15 COMPLIANCE WITH APPLICABLE LAW**

See Section 9.14

## **9.16 MISCELLANEOUS PROVISIONS**

### **9.16.1 Entire Agreement**

No Stipulation

### **9.16.2 Assignment**

No Stipulation

### **9.16.3 Severability**

In the event of a conflict between the CA/B Forum BRs and a law, regulation, or government order (hereinafter ‘Law’) of any jurisdiction in which Microsoft PKI Services operates or issues certificates, Microsoft PKI Services MAY modify any conflicting requirement to the minimum extent necessary to make the requirement valid and legal in the jurisdiction. This applies only to operations or certificate issuances that are subject to that Law.

In such an event, Microsoft PKI Services SHALL immediately (and prior to issuing a certificate under the modified requirement) include in Section 9.16.3 of Microsoft PKI Services’ CPS or CP a detailed reference to the Law requiring a modification of the CA/B Forum BRs under BRs Section 9.16.3, and the specific modification to the CA/B Forum BRs implemented by Microsoft PKI Services.

Microsoft PKI Services MUST also (prior to issuing a certificate under the modified requirement) notify the CA/Browser Forum of the relevant information newly added to its CPS or CP by sending a message to [questions@cabforum.org](mailto:questions@cabforum.org) and receiving confirmation that it has been posted to the Public Mailing List and is indexed in the Public Mail Archives available at <https://cabforum.org/pipermail/public/> (or such other email addresses and links as the Forum may designate), so that the CA/Browser Forum may consider possible revisions to these Requirements accordingly.

Any modification to CA practice enabled under this section MUST be discontinued if and when the Law no longer applies, or these Requirements are modified to make it possible to comply

with both them and the Law simultaneously. An appropriate change in practice, modification to Microsoft PKI Services' CPS or CP, and a notice to the CA/Browser Forum, as outlined above, MUST be made within 90 days.

**9.16.4 Enforcement (attorneys' fees and waiver of rights)**

No Stipulation

**9.16.5 Force Majeure**

No Stipulation

**9.17 OTHER PROVISIONS**

No Stipulation

## APPENDIX A: DOCUMENT HISTORY

### Change Control Log

New Revision	Revision Date (YYYY/MM/DD)	Revision Explanation
3.1.9	2025/04/21	<ul style="list-style-type: none"> <li>1.6.3 Updates to multiple references</li> <li>Multiple formatting and cosmetic changes throughout entire document</li> </ul>
3.1.8	2024/07/21	Minor updates to revisions and dates
3.1.7	2023/07/26	Minor updates to revisions and dates, Clarified Repository is available 24x7, Update Certificate warranties, Clarify severability requirements.
3.1.6	2023/02/22	Update change log layout, minor clarifying updates, remove remaining EV references, update section headers to match RFC 3647, update domain validation methods.
3.1.5	2022/02/15	Minor clarifying updates
3.1.4	2021/02/15	Minor clarifying updates
3.1.3	2020/07/28	Minor clarifying updates, updated email contact
3.1.2	2019/08/05	Minor clarifying updates
3.1.1	2018/07/10	Minor clarifying updates
3.1	2018/06/12	Minor updates to factor section revisions in CA/B Forum's Baseline Requirements v1.5.7.
3.0	2018/02/28	Major update/rewrite to factor changes in CA/B Forum's Baseline Requirements and EV Guidelines.
2.1	2014/04/30	Updated to incorporate findings from FY13 WebTrust Audit and internal review.
2.0	2013/04/02	Updated to support the practice of "Online" CA Operations.
1.1	2013/01/02	Updated to support PKI Steering committee, Microsoft legal and Audit partner recommendations
1.0	2010/01/27	Established

