

Administration Agencies Service Identification Form

Annex 1

1. Service title: Issuing authentication certificate for the public key infrastructure (PKI) algorithm		2. Service ID: 13011567100 (To be filled by the Planning and Budget Organization)			
3. Service provider	Name of the agency: Iran Center for e-Commerce Development				
	Name of the parent organization: Ministry of Industry, Mine and Trade				
4. Service specifications	Service description	- Testing and evaluating various encryption algorithms related to PKI (digital certification) including symmetric, asymmetric and keyless algorithms - Granting PKI authentication certificate (digital certification) in the field of PKI (digital certification)			
	Type of service	Government to Citizen (G2C) <input type="checkbox"/> Government to Business (G2B) <input checked="" type="checkbox"/> Government to Government (G2G) <input checked="" type="checkbox"/>	Client Type	Producing/importing and/or any company or organization that intends to use PKI (digital certification) software and/or hardware	
	Nature of service	Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>			
	Scope of service	National <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/>			
	Related events:	Birth <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Tax <input type="checkbox"/> Business <input checked="" type="checkbox"/> Social security <input type="checkbox"/> Property registration <input type="checkbox"/> Urban installations <input type="checkbox"/> Insurance <input type="checkbox"/> Marriage <input type="checkbox"/> Retirements <input type="checkbox"/> Licenses and certificates <input checked="" type="checkbox"/> Death <input type="checkbox"/> Other <input type="checkbox"/>			
	Start of service	Application by the receiver <input checked="" type="checkbox"/> Due date <input type="checkbox"/> Occurrence of event <input checked="" type="checkbox"/> Discretion of the agency <input type="checkbox"/> Other <input type="checkbox"/>			
	Documents required for the service	Introduction letter for the representative of the company or organization and also official evaluation application in the letterhead of the organization or company, any product related document stipulated in the PKI evaluation guideline			
	Upstream rules and regulations	Executive bylaw of the Article 32 of the Ecommerce Act- Policies document for electronic signatures for public key infrastructures			
5. Service details	Statistics of service receivers	Unpredictable			
	Service average time	3 months			
	Frequency	Per every application			
	Number of physical reference	-			
	Cost of service for the receiver (IRR)		Price(s)	Bank Account(s)	E-payment
			-		<input type="checkbox"/>
		...		<input type="checkbox"/>	
6. Service access route	Direct and detailed address of the service in the portal (If partially or fully electronic): http://rca.gov.ir/PKI_2052.html				
	Name of the system (If partially or fully electronic): http://rca.gov.ir/PKI_2052.html				
	Service stages	Type	Communication media		
	Informative	Electronic <input checked="" type="checkbox"/>	Internet (website) <input checked="" type="checkbox"/> Email <input type="checkbox"/> IVR or Call center <input type="checkbox"/> Other (explain accessibility) <input type="checkbox"/>	Mobile (application) <input type="checkbox"/> Post <input checked="" type="checkbox"/> SMS <input type="checkbox"/>	

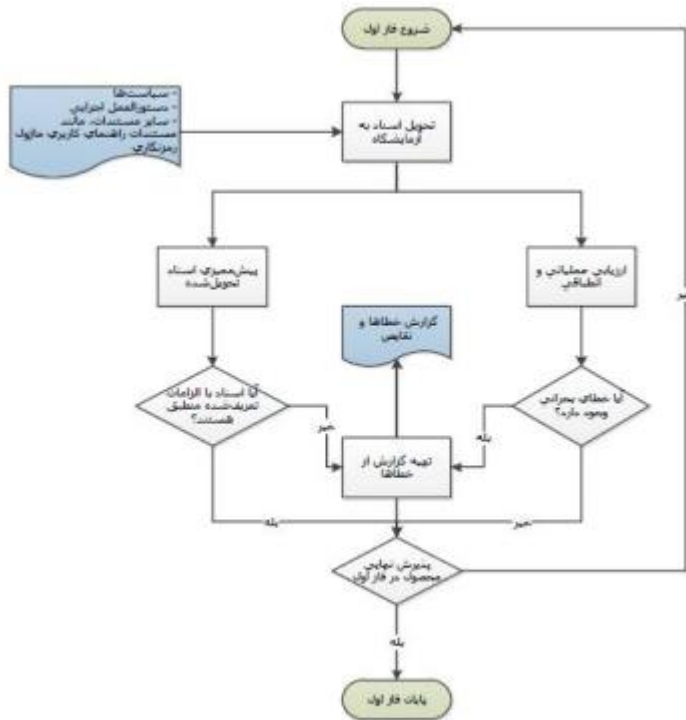
		Non-electronic <input type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>		
	Application	Electronic <input checked="" type="checkbox"/>		Internet (website) <input checked="" type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input type="checkbox"/> Post <input checked="" type="checkbox"/> IVR or Call center <input type="checkbox"/> SMS <input type="checkbox"/> Public services offices <input type="checkbox"/> (outsourcing contract number:) Similar to public services offices <input type="checkbox"/> Other (explain accessibility) <input type="checkbox"/> :			
		Non-electronic <input type="checkbox"/>	Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input type="checkbox"/> :	Agency referred to: National <input type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>		
	Service generation (inner agency process or relations to other agencies)	Electronic <input checked="" type="checkbox"/>		Internet (website) <input checked="" type="checkbox"/> Intranet (local intranet or ERP) <input type="checkbox"/> Email <input type="checkbox"/> Other (explain accessibility) <input checked="" type="checkbox"/> :Fax			
		Non-electronic <input checked="" type="checkbox"/>	Reason for physical reference	For correspondences and exchange of confidential documents and sample laboratory equipment			
	Service providing	Electronic <input checked="" type="checkbox"/>		Internet (website) <input checked="" type="checkbox"/> Mobile (application) <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> IVR or Call center <input type="checkbox"/> SMS <input type="checkbox"/> Public services offices <input type="checkbox"/> (outsourcing contract number:) Similar to public services offices <input type="checkbox"/> Other (explain accessibility) <input checked="" type="checkbox"/> : Fax and Call			
Non-electronic <input checked="" type="checkbox"/>		Reason for physical reference	Personal authentication <input type="checkbox"/> Document authentication <input type="checkbox"/> Lack of proper infrastructure <input type="checkbox"/> Other <input checked="" type="checkbox"/> : For correspondences and exchange of confidential documents and sample laboratory equipment	Agency referred to: National <input checked="" type="checkbox"/> Provincial <input type="checkbox"/> Local <input type="checkbox"/>			
7. Service relation to other systems of the agency (databanks)	Name of other systems	Exchanged fields			Electronic inquiry	Non-electronic inquiry	
				Online	Batch		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Service relation to other agencies	Name of other agencies	Name of other systems	Exchange fields	Costs (If any)	Electronic inquiry		If inquiry is non-electronic done by:
					Online	Batch	
					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	Agency <input type="checkbox"/> Client <input type="checkbox"/>

9. Service processes titles

- 1- Submitting evaluation application along with a sample product and required documents
- 2- Checking the documents
- 3- Performing evaluation
- 4- Submitting results to the applicant

10. Service processes connection diagram:



نمودار به ترتیب از بالا به پایین از چپ به راست

Start of phase 1
Policies – executive directives – other documentations such as encryption module manual
Delivering documents to the lab
Pre-audit of documents
Operational and conformation evaluation
Reporting errors and defects
Documents are according to requirements – no – prepare a report of errors – is there a critical error?
Final acceptance of the product in phase 1
End of phase 1

Particulars of the person completing the form: Mehdi Azadi	Tel:41031423	Email:	Department: Root CA
--	--------------	--------	---------------------

Form no. 1 Legal, natural and public permits information in the ministry/organization

#	Permit title	Permit type	Legal documentation (approval, bylaw, ratification)	Required documents	Validity term	Cost (IRR)	Permit applicant			Permit issuance process		Supervising authorities	Approximate issuance duration	Permit process		Notes
							Natural	Legal	Public	Private	Common *			Electronic	Non-electronic	
1		Issuance	Executive bylaw of the Article 32 of the Ecommerce Act- Policies document for electronic signatures for public key infrastructures	Introduction letter for the representative of the company or organization and also official evaluation application, any product related document stipulated in the PKI evaluation guideline	until any changes in the product	,						The electronic certification policymaking council	64 days			
2		Renewal														
3		amendment														
4		Revocation														