

California Department of Technology, Office of Technology Services  
**SECURE CERTIFICATE SUBMITTAL**

This Submittal is required prior to the start of work and should be attached to the Service Request. Refer to the [Secure Certificate Guideline](#) for service details. Failure to accurately complete the items below may result in delays. Questions regarding this submittal can be directed to [Certificate\\_Services@state.ca.gov](mailto:Certificate_Services@state.ca.gov).

SSL Certificates = Complete one Submittal per URL/Common Name  
SAN Certificates = Complete one Submittal for all URL/Common Names

1. Provide the URL(s)/common name(s). Provide SAN names, if applicable. The URL/common name cannot contain any "/" symbols. Example: edd.ca.gov

**URL(s) =**

2. Complete contact email address(es) for this certificate. Please provide a distribution group email or multiple email addresses to help avoid missed communications. Example: ABCCertGroup@ABC.ca.gov

**Email Address(es) =**

3. Specify the server application or device that will be hosting the certificate.

**Server Application =**

**If Other, specify =**

4. Specify if the CDT will install the certificate. CDT installations are available only within Application Hosting where CDT manages the web server.

**Installer Name =**

If CDT will be installing the certificate, please answer the following question(s). For customer installs, skip to 5.

- a. Is a proxy installation required?
- b. If yes, where is certificate being installed:
- c. Identify all CDT hosted IP addresses that will contain the certificate. For new server builds, enter TBD.

5. Specify if you would like this certificate to be active for 1 or 2 years.

**Number of Years =**

6. Organizational Unit you would like the certificate associated under. Do not include symbols or special characters.

**Department and/or Unit name =**

7. Identify a primary certificate contact (and technical contact, if different).

**Primary Contact Name =**

**Technical Contact Name =**