

Digital Autopen for Federal Register Documents Playbook

Template - Issuance Request

**March 2023**

**FINAL**

**Federal Chief Information Security Officer Council**

**Identity, Credential, and Access Management Subcommittee**

**Delegated Digital Signature Working Group**

#

[Date]

MEMORANDUM FOR: [Name of CSO]

Chief Security Officer

Senior Authorizing Official

FROM: [Office Name]: [Name of Supervisor of the office with delegated authority]

[Agency Name]

SUBJECT: **Issuance of Digital Autopen Certificate** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Office of the Federal Register requires documents for publication submitted with a digital signature to be digitally signed using a Microsoft Word and X.509 v3 compliant XaDES digital signature. As such, I request that the [Agency Certificate Issuer] issue a [Agency Name] Digital Autopen Certificate to the following individual for purposes of digitally signing documents for publication in the *Federal Register*.

* **Authorizing Sponsor Subject Name:** [Title] [Agency] [Name of Signing Authority]
* **Authorizing Sponsor Email:** [Email]
* **Digital Autopen Recipient:** [Name], [Title], [Office]
* **Email for Subject Alternative Name:** [digital autopen recipient email]
* **Requirements:** The [Agency Name] Delegated Signature Certificate shall:
	+ Contain visually discerning text on the card body stating that the issued credential is an official *Federal Register* Digital Autopen designated credential.
	+ Be compatible with Microsoft Word digital signature signing requirements.
	+ Have the email address of the digital autopen recipient placed in the Subject Alternate Name of the Federal PKI role-based certificate.
	+ Be issued to the individual only after verifying they possess a Personal Identity Verification card.
	+ Ensure that when the credential is used for the *Federal Register* document digital signature, the subject name displayed on the certificate is the [authorizing sponsor] when applied to the document.

Anyone named in this issuance request can revoke the digital autopen at any time.

Cc: [input as necessary]