



MINISTERIO  
DE EMPLEO  
Y SEGURIDAD SOCIAL

SUBSECRETARÍA

S.G. DE TECNOLOGÍAS DE LA  
INFORMACIÓN Y COMUNICACIONES

**Certification Policy for Public Employee Certificate  
Centralized and Managed by HSM  
Trusted Service Provider  
of the Ministry of Employment and Social Security**



## Version control

<b>Identifier</b>	D326
<b>Title</b>	Certification Policy for Public Employee Certificate Centralized and Managed by HSM Trusted Service Provider of the Ministry of Employment and Social Security
<b>Version</b>	04
<b>Document status</b>	Approved
<b>Approval date</b>	10.04.2017
<b>Expiration date</b>	10.04.2018

## Change control

<b>Version</b>	<b>Date</b>	<b>Comments</b>
0.9	10.02.2014	Initial version
1.0	21.03.2014	Final document
1.1	14.05.2014	Updated section 3.1
1.2	18.06.2015	Added SHA-256
1.3	18.03.2016	Usage of centralized term References updated Operating requirements updated
2.0	20.07.2016	Update to eIDAS profiles (OID 1.3.6.1.4.1.27781.2.5.4.7.1)
2.1	24.01.2017	Issuing procedure clarified References updated
03	10.04.2017	Updated to established template for documentation
04	10.04.2017	DIR3 updated Minor mistakes in section 2.1 updated



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# 1 Overview

## 1.1 Introduction

This document contains the **Certification Policy for the Public Employee Certificates Centralized and Managed by HSM and issued by the Trusted Service Provider of the Ministry of Employment and Social Security (TSPM<sup>1</sup>)**.

This document clarifies and supplements the Certification Practice Statement (CPSM) regarding Public Employee certificates centralized and managed by HSM (CEPCHSM from now on).

## 1.2 Description

The CEPCHSM is a certificate for public employees according to [Ley 39/2015] and to article 43 of [Ley 40/2015]. This certificate is used as a means to identify and authenticate a Public Employee in computer systems and applications. The certificate includes both the subscriber and the public entity in which the public employee works.

The CEPCHSM issued by the TSPM, is a qualified electronic signature according to annex I requirements of eIDAS, as a means of signing documents with a qualified electronic signature as defined in article 3 (12) of eIDAS

The CEPCHSM is issued on HSM and according to annex II of eIDAS<sup>2</sup> regulation, article 8, section 4, follows the substantial assurance level.

## 1.3 Document name and identification

### 1.3.1 Identification of this document

The name of this document is **Certification Policy for Public Employee Certificated Trusted Service Provider of the Ministry of Employment and Social Security**, whose information appears on the version control of this document (page ii).

This document can be found on the URL that appears on the Annex B:

### 1.3.2 Certificate types identification

Each certificate type has a dedicated *OID*, included in the *PolicyIdentifier* field of the certificate. Each *OID* is univocal and is not used to identify different types, policies or versions of issued certificates. The *OID* for the CEPCHSM is as follows:

- CEPCHSM: [1.3.6.1.4.1.27781.2.5.4.7.1]

## 1.4 End users

End users are the persons or entities that own and use the electronic certificates issued by the TSPM certification authorities. There are different end user types:

- a. Certificate requesters (applicants).
- b. Certificate subscribers.
- c. The responsible for the certificate.
- d. The relying parties.

The requester of a CEPCHSM is a public employee (a natural person) who, after receiving the certificate, becomes subscriber and responsible for the certificate.

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<sup>1</sup> PSCM, in Spanish

<sup>2</sup> Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014, concerning electronic identification and trust services for electronic transactions in the internal market.



The subscriber of a CEPCHSM is the public employee (a natural person) identified as such in the field *Subject* of the certificate and who must comply with an appropriate usage of the certificate and its linked private key according to the CPSM.

The responsible for a CEPCHSM is the natural person identified as such in the object *Identidad Administrativa* on the *SubjectAltName* extension. The responsible for a CEPCHSM is the subject of the certificate.

The relying parties are the entities (including natural and legal persons, Public Administrations and other organizations) that, using a CEPCHSM issued by the Certification Authority operating under the CPSM, verify the integrity of any electronically signed message or identify the message sender or set up a confidential communication channel with the certificate owner, trusting on the validity of the relationship between the subscriber name and the public key of the certificate provided by the certification authority. Any relying party shall use the information contained in the CEPCHSM to determine the certificate usage in each particular case.

## 1.5 Certificate usage

The CEPCHSM for electronic signature as a means to electronically sign documents and proceedings offers:

- Non repudiation in origin.
- Integrity.

The CEPCHSM is also used for authentication as a means to identify and authenticate a Public Employee in computer systems and applications.

The CEPCHSM issued under the CPSM shall be only used in the defined transactions inside authorized systems and applications. The issue of the CEPCHSM under the CPSM obliges the subscriber to the acceptance and use thereof in the terms expressed in the CPSM.

It is emphasized that falls outside the scope of the CPSM to ensure the technological feasibility of applications that make use of any of the certificate profiles defined by the CPSM.

It is not allowed in any way the use of CEPCHSMs outside the scope described in the CPSM, which could cause immediate revocation of the certificates by its misuse.

The TSPM, as a trusted service provider (TSP) shall not be liable of the contents of documents signed using CEPCHSMs nor any other use of the certificates, as message or communications encrypt processes.

TSPM ensures that private keys linked to the CEPCHSM are, with a high level of assurance, under the exclusive control of the CEPCHSM subscriber. The subscriber shall take care of the password and activation keys to the CEPCHSM, avoiding loss, copy or non-authorized use.

## 1.6 Definitions and acronyms

### 1.6.1 Definitions

In this document the following definitions are used:

C	Country: Distinguished Name attribute for an object within a X.500 directory structure.
CN	Common name: Distinguished Name attribute for an object within a X.500 directory structure.
DN	Univocal identification for an item within a X.500 directory.
O	Organization: Distinguished Name attribute for an object within X.500 directory structure.
OCSP	On line Certificate Status Protocol: This protocol allows checking the revocation status of an electronic certificate.



OU	Organizational Unit: Distinguished Name attribute for an object within a X.500 directory structure.
PIN	Personal Identification Number: Password that protects access to a cryptographic card.
PKCS	Public Key Cryptography Standards is a set of standards defined by RSA Laboratories and internationally accepted.
RFC	Request For Comments, standard documents issued by IETF (Internet Engineering Task Force).

### 1.6.2 Acronyms

C	Country.
CA	Certification Authority.
CDP	CRL Distribution Point.
CEC	Certificate Emission Code.
CEPCHSM	Public Employee Certificate Centralized and Managed by HSM.
CN	Common Name.
CP	Certificate Policy.
CPS	Certification Practice Statement
CPSM	Certification Practice Statement of the Ministry.
CRL	Certificate Revocation List.
CSP	Cryptographic Service Provider.
CSR	Certificate Signing Request.
CWA	CEN Workshop Agreement.
DN	Distinguished Name.
HSM	Hardware Security Module
MEYSS	Ministry of Employment and Social Security. Ministerio de Empleo y Seguridad Social.
O	Organization.
OU	Organizational Unit.
OID	Object Identifier.
OCSP	On-line Certificate Status Protocol.
PA	Public Administration.
PDS	PKI Disclosure Statement.
PSCM	Trusted Service Provider of the Ministry. Prestador de Servicios de Confianza del Ministerio.
RA	Registration Authority.
RFC	Request For Comments.
SGTIC	Subdirección General de Tecnologías de la Información y las Comunicaciones.
TSP	Trusted Service Provider.
TSPM	Trusted Service Provider of the Ministry.
VA	Validation Authority.



## 2 Identification

### 2.1 Management of names

#### 2.1.1 Types of names

Every certificate contains the *DN*, defined following the rules of the recommendation [ITU-T X.501], of the person and/or organization identified in the certificate, contained in the *Subject* field, including a *Common Name* attribute. All the issued certificates also meet the standard [IETF RFC 5280].

#### 2.1.2 Normalization and Administrative Identity

The TSPM uses the normalized naming schema *Identidad Administrativa* proposed by the Spanish administration for every type of certificate and policy.

The Administrative Identity object has the ISO/IANA number *2.16.724.1.3.5.X.X*, provided by the Spanish administration as a base to identify it, thus establishing a worldwide univocal identifier.

The Administrative Identity number for the Public Employee certificates are:

- CEPCHSM (Medium level of assurance): *2.16.724.1.3.5.7.2*

The CEPCHSMs issued by the TSPM include the following fields according to schema *Identidad Administrativa*:

Certificate	Mandatory “Identidad Administrativa” fields
CEPCHSM	Type of certificate Name of the entity where is employed NIF of the entity where is employed DNI/NIE of the responsible Given name First surname Second surname Email Organizational Unit Job title

Certificate	Optional “Identidad Administrativa” fields
CEPCHSM	Personal identification number

All other aspects related with the names management (meaning, use of pseudonymous and anonymous, name format interpretation, name unicity and conflicts resolution) are specified in the CPSM.





## 3 Operational requirements

### 3.1 Application for the certificates

The public employee applicant must apply in person and identify herself at the Registration Authority to obtain an activation code. At this event the public employee fills and signs an application form for the issuance of the CEPCHSM issued by the TSPM. This form summarizes the terms and conditions applicable to the certificate present in the CPSM and in the CPs.

The completed and signed form is submitted to the corresponding Registration Authority, which authenticates the identity of the applicant and ensures that the application form is complete and accurate. The units that will operate as Registration Authorities are: *Subdirección General de Recursos Humanos, Subdirección General de Apoyo a la Gestión de la Inspección de Trabajo y Seguridad Social, Inspecciones Provinciales, Secretarías Generales de las Consejerías de Trabajo, la Subdirección General de Gestión de Recursos y Organización del SEPE and las Direcciones Provinciales del SEPE.*

The TSPM shall check through the Registration Authority, the identity and any other data provided by the CEPCHSM applicant.

The authentication of the applicant's identity is done according to the requirements specified in the CPSM. Once the identity of the applicant has been verified, a copy of the completed form is returned to the applicant and an Activation Code is provided. The Activation Code allows, with some additional factors, the issuance of the CEPCHSM.

Another way of issuing the CEPCHSM is by using a qualified electronic certificate that allows signing the application form, confirming its data and accepting the terms and conditions.

The procedures established in this section also apply in case of renewal of certificates, as it involves the issuance of new certificates

### 3.2 Issuance of the CEPCHSM

The telematics issuance of the CEPCHSM may be done by the applicant by using the Certificate Activation Code and additional factors.

Another way of issuing the CEPCHSM is by using a qualified electronic certificate one the application form has been signed, its data confirmed and the terms and conditions accepted.

The system shall inform the applicant (the public employee) about the issuance of the CEPCHSM. Then the system shall ask to establish and enter the password needed to protect the certificate and at that very moment the private key is generated and stored on the system. The password is used to protect the CEPCHSM and to ensure that the private key remains under the subscriber's exclusive control.

The CEPCHSM key pair is generated on the HSM according to Common Criteria EAL 4+ ALC\_FLR.1, AVA\_VAN.5, as well as FIPS 140-2 Level 3 or equivalent.

The CEPCHSM issuance is performed according to the legal requirements that establish the validity timeframe of the issuance in person in the Registration Authority.

The PSCM uses a procedure to issue the certificates that securely links the certificates with the public employee information, including the public key. It also indicates the date and time in which they were issued and measures are taken against forgery of certificates and to ensure the privacy of the key pair during its generation process.

Any issued CEPCHSM is stored in a repository without previous subject approval.

The issuance of the activation codes implies the approval of the application form. If the application form is not approved, the Certification Authority will communicate this to the applicant by email, phone or any other means related to the contact data of the form.



When the CEPCHSM issuing process finishes, the subscriber (public employee) is notified that the CEPCHSM is already available for its usage: for authentication and electronic signature purposes.

The CEPCHSM private key is activated when the subscriber enters the password that protects the CEPCHSM, under her exclusive control, as well as the second authentication factor.

The procedures established in this section also apply in case of renewal of certificates, as it involves the issuance of new certificates.

### **3.3 Certificate renewal**

The renewal of Public Employee Certificates means the issuance of new certificates, being necessary to carry out a new application form and subsequent issuance as described in previous sections.

Any procedures could be established in the future for the certificate renewal in a telematic way (without physical presence), prior to its expiration date, and when the time elapsed since the previous identification with physical presence is less than five years.

### **3.4 Certificate revocation**

The PSCM authenticates requests and reports relating to revocation of CEPCHSMs, validating that they come from an authorized person.

The only people authorized to request revocation of certificates of CEPCHSMs are the subscribers, the *Subdirección General de Recursos Humanos* (Human Resources Unit) or a superior public employee (level 30 or higher rank).

Revocation mechanisms are allowed through internal e-mail accounts properly validated or by a writing form signed by the revocation applicant.



## 4 Policy for the Public Employee Certificate

### 4.1 CEPCHSM for authentication and electronic signature

The certificate fields are as follows:

Field	Description	Content
1. X.509v1 Field		
1.1. Version	X.509 Standard version for the certificate	2 (= v3)
1.2. Serial Number	Certificate univocal identification number	7c 88 54 93 b6 c9 (sample)
1.3. Issuer Distinguished Name		
1.3.1. Country (C)	Country	C = ES
1.3.2. Locality (L)	Locality of the Trust Service Provider	L = MADRID
1.3.3. Organization (O)	Official name of the Trust Service Provider (certificate issuer)	O = MINISTERIO DE EMPLEO Y SEGURIDAD SOCIAL
1.3.4. Organizational Unit (OU)	Organizational unit within the service provider, responsible for issuing the certificate	OU = S.G. DE TECNOLOGIAS DE LA INFORMACION Y COMUNICACIONES
1.3.5. Organizational Unit (OU)	Organizational unit within the service provider, responsible for issuing the certificate	OU = PRESTADOR DE SERVICIOS DE CONFIANZA MEYSS
1.3.6. Serial Number	NIF of the Ministry of Employment and Social Security	SERIALNUMBER =S2819001E
1.3.7. OrganizationIdentifier	Organization identifier or legal person identifier normalized under ETSI EN 319 412-1	VATES- S2819001E
1.3.8. Common Name (CN)	Common name of the Trust Service Provider (certificate issuer)	CN = SUBCA2 MEYSS
1.4. Validity	Validity period (5 years)	
1.4.1. Not Before	Start of validity period	Format: UTCTime YYMMDDHHMMSSZ
1.4.2. Not After	End of validity period	Format: UTCTime YYMMDDHHMMSSZ
1.5. Subject		
1.5.1. Country (C)	Country	C = ES
1.5.2. Organization (O)	Name of the Administration, Agency or public entity where the public employee is working	O = MINISTERIO DE EMPLEO Y SEGURIDAD SOCIAL (sample)
1.5.3. Organizational Unit (OU)	Certificate Type	OU = CERTIFICADO ELECTRONICO DE EMPLEADO PUBLICO



Field	Description	Content
1.5.4. Organizational Unit (OU)	Unit, within the Organization, where the public employee (subscriber) is working	OU = SUBDIRECCIÓN GENERAL DE ADMINISTRACIÓN FINANCIERA (sample)
1.5.5. Title	Job title	T = JEFE SECCION APOYO GESTION (sample)
1.5.6. Serial Number	DNI/NIE/Passport of the Public Employee according to ETSI EN 319 412-1 semantics	SERIALNUMBER = IDCES-00000000G (sample)
1.5.7. Surname	First and second surnames, according to DNI/Passport	SN = DE LA CAMARA ESPAÑOL (sample)
1.5.8. Given name	Given name, according to DNI/Passport	G = JUAN ANTONIO (sample)
1.5.6.Common Name (CN)	Given name plus two surnames plus DNI/NIE/Passport number separated by a hyphen (-)	CN = JUAN ANTONIO DE LA CAMARA ESPAÑOL - 00000000G (AUTENTICACION) (sample)
1.6. Subject Public Key Info	Public key, codified following the cryptographic algorithm	
1.7. Signature Algorithm	Signature algorithm	SHA-256 with RSA Signature and key length 2048 bits

The field extensions are as follows:

Field	Description	Content
2. X.509v3 Extensions		
2.1. Authority Key Identifier	Identification of the public key corresponding to the private key used to sign a certificate. This extension is used where an issuer has multiple signing keys	
2.1.1. Key Identifier	Issuer public key identifier	
2.2. Subject Key Identifier	Subject public key identifier (derived from the subject public key using hash function)	
2.3. cRLDistributionPoint	Indicates how to obtain the CRL information	
2.3.1. distributionPoint	Website where CRL is found (distribution point 1)	URL distribution point 1 CRL (see annex B)
2.3.2. distributionPoint	Website where CRL is found (distribution point 2)	URL distribution point 2 CRL (see annex B)
2.4. Authority Info Access		
2.4.1. Access Method	Id-ad-ocsp	OID 1.3.6.1.5.5.7.48.1
2.4.2. Access Location	OCSP URL	OCSP URL (see annex B)



Field	Description	Content
2.4.3. Access Method	Id-ad-calssuers	OID 1.3.6.1.5.5.7.48.2
2.4.4. Access Location	URL location for CA certificate.	URL location for CA certificate ( annex B)
2.5. Issuer Alternative Name	Issuer alternative name in the Certification Authority	
2.5.1. rfc822Name	Email address for the Certification Authority	admin_ca@meyss.es
2.6. Key Usage	Critical extension to determine certificate usage	
2.6.1. Digital Signature	Used when the subject public key is used for verifying digital signatures	Selected "1"
2.6.2. Content Commitment	Used when the software must allow user to know what is signing	Selected "1"
2.6.3. Key Encipherment	Used for keys management and transport	Selected "1"
2.6.4. Data Encipherment	Used to encipher data other than cryptographic keys	Non selected "0"
2.6.5. Key Agreement	Used in key agreement protocol	Non selected "0"
2.6.6. Key Certificate Signature	Used to sign certificates. It is used in the CA certificates	Non selected "0"
2.6.7. CRL Signature	Used to sign certificate revocation lists	Non selected "0"
2.7. Extended Key Usage		
2.7.1. Email Protection	Email protection	OID 1.3.6.1.5.5.7.3.4
2.7.2. Client Authentication	Client authentication	OID 1.3.6.1.5.5.7.3.2
2.8. Qualified Certificate Statements		
2.8.1. OcCompliance	Qualified certificate statement	OID 0.4.0.1862.1.1
2.8.2. OcEuRetentionPeriod	Information retention period (15 years)	OID 0.4.0.1862.1.3
2.8.3. QcType- esign	Electronic signature certificate	OID 0.4.0.1862.1.6.1
2.8.4. QcPDS	PDS URL	OID 0.4.0.1862.1.5 PDS URL (see annex B)
2.8.5. SemanticsId-Natural	Semantics Id of the natural person as defined in EN 319412-1	OID 0.4.0.194121.1.1
2.9. Certificate Policies		
2.9.1. Policy Identifier	OID associated to the CPS	OID 1.3.6.1.4.1.27781.2.5.4.7.1
2.9.2. Policy Qualifier ID	CPS specification	



Field	Description	Content
2.9.2.1. CPS Pointer	CPS URL	CPS URL (see annex B)
2.9.2.2. User Notice	explicitText field	"Certificado cualificado centralizado de firma electrónica de empleado público, nivel medio. Consulte las condiciones de uso en <URL ubicación DPCM (ver anexo B)>"
2.9.3. Policy Identifier	OID associated to public employee certificate (high level)	2.16.724.1.3.5.7.2
2.9.4. Policy Identifier	QCP-n	Certificado cualificado de firma acorde al Reglamento UE 910/2014 OID 0.4.0.194112.1.0
2.10. Subject Alternate Names		
2.10.1. rfc822Name	E-mail address of the certificate responsible	juanantonio.delacamara@meyss.es (sample)
2.10.2. Directory Name	Administrative Identity	
2.10.2.1. Tipo de certificado	Certificate type	2.16.724.1.3.5.7.2.1 = CERTIFICADO ELECTRONICO DE EMPLEADO PUBLICO DE NIVEL MEDIO
2.10.2.2. Nombre de la entidad suscriptora	Entity where the subject is employed	2.16.724.1.3.5.7.2.2= MINISTERIO DE EMPLEO Y SEGURIDAD SOCIAL (sample)
2.10.2.3. NIF entidad suscriptora	NIF of subscribing entity	2.16.724.1.3.5.7.2.3= S2819001E (sample)
2.10.2.4. DNI/NIE del responsable	DNI or NIE of the certificate responsible	2.16.724.1.3.5.7.2.4 = 00000000G (sample)
2.10.2.5. Nombre de pila	Subscriber given name	2.16.724.1.3.5.7.2.6 = "JUAN ANTONIO" (sample)
2.10.2.6. Primer apellido	Subscriber first surname	2.16.724.1.3.5.7.2.7= "DE LA CAMARA" (sample)
2.10.2.7. Segundo apellido	Subscriber second surname	2.16.724.1.3.5.7.2.8 = "ESPAÑOL" (sample)
2.10.2.8. Correo electrónico	Subscriber email	2.16.724.1.3.5.7.2.9= juanantonio.delacamara@meyss.es (sample)
2.10.2.9. Unidad organizativa	Unit, inside the Administration, where the subscriber works	2.16.724.1.3.5.7.2.10= SUBDIRECCION GENERAL DE ADMINISTRACION FINANCIERA (sample)



Field	Description	Content
2.10.2.10. Puesto o cargo	Job title	2.16.724.1.3.5.7.2.11= JEFE SECCION APOYO GESTION (sample)



## Annex A: References

CCN-STIC-405	TI Security Guide. Parameters and algorithms for secure electronic signature.
eIDAS	Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.
ETSI EN 319 411-2	ETSI European Standard 319 411-2. Policy requirements for certification authorities issuing qualified certificate.
ETSI EN 319 411-3	ETSI European Standard 319 411-3. Policy requirements for Certification Authorities issuing public key certificates.
ETSI EN 319 412-5	ETSI European Standard 319 412-5. Profiles for Trust Service Providers issuing certificates; Part 5: Extension for Qualified Certificate profile.
ETSI TS 102 158	ETSI Technical Specification 102 158. Policy requirements for Certification Service Providers issuing attribute certificates usable with Qualified certificates.
ETSI TS 102 176-1	ETSI Technical Specification 102 176-1. Algorithms and Parameters for Secure Electronic Signatures; Part 1: Hash functions and asymmetric algorithms.
ETSI TS 102 176-2	ETSI Technical Specification 102 176-2. Algorithms and Parameters for Secure Electronic Signatures; Part 2: Secure channel protocols and algorithms for signature creation devices.
ETSI TS 119 412-2	ETSI Technical Specification 119 412-2. Profiles for Trust Service Providers issuing certificates; Part 2: Certificate Profile for certificates issued to natural persons.
ITU-T X.501	ITU-T Recommendation X.501 TC2 (08/1997)   ISO/IEC 9594-2:1998.
IETF RFC 5280	Internet X.509 Public Key Infrastructure Certificate and Certificate Revocation List (CRL) Profile.
Ley 39/2015	39/2015 Law, October 1 <sup>st</sup> , about Common Administrative Procedure of the Public Administrations.
Ley 40/2015	40/2015 Law, October 1 <sup>st</sup> , about Legal Framework of the Public Sector.
Reg 2015/1502	Commission Implementing Regulation (EU) 2015/1502 of 8 September 2015 on setting out minimum technical specifications and procedures for assurance levels for electronic identification means pursuant to Article 8(3) of Regulation (EU) No 910/2014 of the European Parliament and of the Council on electronic identification and trust services for electronic transactions in the internal market.





## Annex B: Electronic Links (URLs)

Email Organization Data:

[admin\\_ca@meyss.es](mailto:admin_ca@meyss.es)

CPSM, Certificate Policies and PDS:

<http://ca.empleo.gob.es/meyss/DPCyPoliticass>

CA Root certificate, SubCA certificates and OCSP certificate:

<http://ca.empleo.gob.es/meyss/certificados>

OCSP Service Validation Status:

<http://ca.empleo.gob.es/meyss/ocsp>

CRL Root - AC RAIZ MEYSS:

<http://ca.empleo.gob.es/meyss/crl/MEYSSAutoridadRaiz>

<http://ca2.empleo.gob.es/meyss/crl/MEYSSAutoridadRaiz>

CRL - SUBCA1 MEYSS:

<http://ca.empleo.gob.es/meyss/crl/MEYSSSubCA1>

<http://ca2.empleo.gob.es/meyss/crl/MEYSSSubCA1>

CRL - SUBCA2 MEYSS:

<http://ca.empleo.gob.es/meyss/crl/MEYSSSubCA2>

<http://ca2.empleo.gob.es/meyss/crl/MEYSSSubCA2>