

## **Certificate\_Renewal\_v1.doc**

This document describes the process for renewing or updating information in an InCommon-issued certificate. To revoke a certificate, follow the steps specified in the InCommon Certificate Authority (CA) Revoke Process.

If the Participant fails to notify InCommon that a certificate is no longer in use or needs to be revoked, updated, or renewed, the certificate will expire on its expiration date and will no longer be valid.

### **Certificate Renewal**

Renewal of certificates is not automatic.

At least 30 days before the expiration of a certificate, InCommon will email the Participant's Administrative Contact, requesting that the certificate be renewed and providing instructions on how to proceed.

To renew each InCommon certificate, the Participant must submit a new Certificate Signing Request (CSR) via the administrative management interface (found at <http://www.incommonfederation.org>).

After the CSR has been submitted, a renewed certificate will be issued and e-mailed to the Participant's Administrative Contact within one Internet2 business day. The certificate will be valid for one year from the date of issue.

A separate CSR must be submitted for each certificate being renewed.

After receiving a new certificate, the Participant must update its software configuration according to the specific software specifications.

If the certificate has not been renewed 15 days prior to the certificate's expiration, the Participant's Administrative Contact and Executive Liaison will be e-mailed another reminder to submit a CSR.

### **Certificate Update**

The process for updating a certificate is identical to the renewal process. A change to the information contained in an InCommon certificate requires the Participant's Administrative Contact to submit a CSR as outlined above.