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Vetting procedure for organisations to be registered in DMC MCP identity registry

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1.0	Thomas Christensen	Initial version compatible with MCC MCP gen 5 ver 1.2.	14/5 2025

1   SUMMARY

This document described the vetting procedures to be undertaken for organisations to be enrolled in DMC's MCP identity registry. The procedure follows the procedure defined by the MCP consortium (MCC Gen 5 ver. 1.2).

2   PROCEDURE

When an organisation applies to be registered in DMC MIR, the organisation needs to submit the following information:

- Certificate of Registration or corresponding certificate from a third party, i.e. an authorized authority or public register, issued within 6 months before application
- Organisation name
- Type of organization (e.g. company, authority, university or association)
- Registered address and country

- The organization's registration number (as provided by authorized authority or public register)
- The law under which the organization is incorporated
- The main (domain) URL of the organisation

Having received the above information - the following must be checked:

- CHECK: That all of the information above has been received
- CHECK: The Certificate of Registration or corresponding certificate is issued within six (6) months before request form. Control that the certificate is issued by authorized authority or public register in registered country.
- CHECK: The organization name corresponds to the data in received certificate
- CHECK: Type of organization (e.g. company, authority, university or association) corresponds to the data in the certificate.
- CHECK: Registered address and country corresponds to the data in received certificate
- CHECK: The organization's registration number corresponds to the data in received certificate.
- CHECK: The law under which the organization is incorporated corresponds to the data in received certificate
- CHECK: There is a valid URL to the organization.
- Optional CHECK: There is a valid OV SSL (minimum requirement) or EV SSL certificate enclosed for the URL
- Optional CHECK: That the information (name, address) in the OV/EV SSL certificate matches the information received and the certificate of registration.
- Optional CHECK: GLN code and/or IMO code and/or other identifying item, if applicable.

DMC will store all information received from the organisations applying for registration, as well as documentation proving that the above checks have been carried out. This information may be subject to a subsequent audit by the MCP consortium secretariat.