Enabling global identity
Protecting digital trust

verifiable LEI (vLEI)
Ecosystem Governance Framework v2.0

Legal Entity Official Organizational Role
vLEI Credential Framework

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Change History

This section records the history of all changes to this document.

EGF Version	Document Version	Date	Description of Change
1.0	1.1	August 30, 2023	Restructured section 6.5 OOR Person Identity Verification to indicate clearly requirements for Legal Entity Authorized Representatives (LARs) and for Qualified vLEI Issuers (QVIs) and to account for Legal Entities with a sole employee; moved requirement for LARs to issue the Legal Entity OOR Authorization vLEI Credential from section 6.6.2 to section 6.5.1.i.; updated section 9 Credential Definition to clarify the requirement for the 'personLegalName' field value.
2.0	1.2	December 15, 2023	Added the usage rules that the LAR must follow for specifying OOR roles in QVI OOR AUTH vLEI Credentials in section 6.5.1.j. and 6.5.2.c. OOR Person Identity Verification; updated sections 6.5.1.2. and 6.1.2.2., OOR Person Identity Verification, with examples of acceptable documentation that

			can be used by QARs to validate the name and Official Organizational Role of an OOR Person; deleted repeated 'on the' in section 6.5.5.1.f. OOR Person Identity Verification; added the usage rules that a QAR must follow for Official Organizational Role Codes and Reference Data included in OOR vLEI Credentials in section 6.6, Issuance; updated GLEIF-IT hosted link to schema in section 9.1.1, Schema; updated inclusion of Issuance and Presentation (IPEX) protocol within the Authentic Chained Data Container (ACDC) specification in section 9.1.3., Schema; added credential usage paragraph in section 9.1.5., Schema.
2.0	1.3	April 10, 2024	Added requirement not to use video filters and avatars during OOBI sessions in sections 6.5.1.1.i., 6.5.1.2.b.ii., and 6.5.2.2.b.ii., OOR Person Identity Verification; corrected omission of the step of the sharing of the Legal Entity Autonomic Identifier (AID) in section 6.5.1.1.i.i., OOR Person Identity Verification; corrected omission of the step of the sharing of the QVI Autonomic Identifier (AID) in sections 6.5.1.2.c.i. and 6.5.2.2.c.i.,OOR Person Identity Verification.

1 Introduction

This is a Controlled Document of the verifiable LEI (vLEI) Ecosystem Governance Framework (vLEI Ecosystem Governance Framework). It is the authoritative Credential Framework for the Legal Entity Official Organizational Role vLEI Credential (OOR vLEI Credential). It specifies the purpose, principles, policies, and specifications that apply to the use of this Credential in the vLEI Ecosystem.

2 Terminology

All terms in First Letter Capitals are defined in the vLEI Glossary.

3 Purpose

The purpose of the OOR vLEI Credential is to enable the simple, safe, secure identification of an OOR vLEI Credential Holder to any Verifier that accepts a OOR vLEI Credential.

4 Scope

The scope of this Credential Framework is limited to Issuers, Holders, and Verifiers of OOR vLEI Credentials.

5 Principles

The following principles guide the development of policies in this Credential Framework. Note that they apply **in addition to** the Core Policies defined in the vLEI Ecosystem Governance Framework.

5.1 Binding to Holder

The OOR vLEI Credential shall be designed to provide a strong binding to the OOR vLEI Credential Holder that a Proof Request for the OOR vLEI Credential can be satisfied by the Legal Entity, the OOR vLEI Credential Holder, and/or against one or more public sources.

5.2 Context Independence

The OOR vLEI Credential shall be designed to fulfil a Proof Request for the legal identity of the OOR vLEI Credential Holder regardless of context, including in-person, online, or over the phone.

6 Issuer Policies

6.1 Qualifications

The Issuer MUST:

1. be a Qualified vLEI Issuer (QVI) that has been contracted by a Legal Entity holding a valid Legal Entity vLEI Credential to issue OOR vLEI Credentials.

6.2 Credential

The Issuer MUST:

1. use the OOR vLEI Credential schema defined in section 9.1.
2. include the Claims marked as Required in section 9.1.

6.3 Legal Entity Identity Verification

1. Identity Assurance
    a. A QVI Authorized Representative (QAR) MUST verify that the LEI supplied for the Credential is the LEI of the Legal Entity for which the issuance request for the Credential has been made.
    b. A QAR MUST verify the Legal Entity Identifier (LEI) of the Legal Entity has a LEI Entity Status of Active and a LEI Registration Status of Issued, Pending Transfer or Pending Archival in the Global LEI System.
2. Identity Authentication
    a. Identity Authentication for the Legal Entity is not applicable for the issuance of an OOR vLEI Credential.

6.4 Legal Entity Authorized Representative (LAR) Identity Verification

Identity Assurance and Identity Authentication for the LARs are specified in section 6.3 of the Legal Entity vLEI Credential Framework.

6.5 OOR Person Identity Verification

6.5.1 For a Legal Entity with more than one authorized signer or employee

1. Preparing for authorization of an OOR vLEI Credential by a LAR
    a. A credential wallet MUST be set up for the OOR Person.

b. Identity Assurance of a person serving in an Official Organizational Role (OOR Person) MUST be performed prior to authorization of the issuance of an OOR vLEI Credential.

c. Identity Assurance of an OOR Person MAY be performed either by a LAR or through the use of Third-Party Services by the Legal Entity.

d. Identity Assurance MAY be performed by a Third-Party Services for the Identity Assurance of OOR Persons as long as proper security access controls are put in place between the Legal Entity and the third-party provider and the third-party provider follows the requirements of the vLEI Ecosystem Governance Framework.

e. Identity Assurance of an OOR person MUST be performed to at least Identity Assurance Level 2 (IAL2) as defined in NIST 800-63A (https://pages.nist.gov/800-63-3/sp800-63a.html). Even when IAL2 is used for Identity Assurance, a real-time OOBI session is required.

f. Upon completion of Identity Assurance, the LAR MUST obtain the consent of the OOR Person for their name and OOR to be published on the LEI page of the Legal Entity on gleif.org. This confirmation will be indicated in the QVI AUTH OOR vLEI Credential.

g. The LAR MUST request the OOR Person to generate its AID.

h. Then the following steps MUST be performed in this order and completed during this OOBI session.

i. Video filters and avatars MUST not be used during the OOBI session.
    i. The LAR MUST use an OOBI protocol (such as a QR code or live chat) to share the Legal Entity AID with the OOR Person.
    ii. The LAR MUST send a Challenge Message to the OOR Person's AID as defined in the Technical Requirements Part 1 for the purposes of cryptographic authentication of the OOR Person's AID. The Challenge Message MUST be unique to the OOBI session.
    iii. The OOR Person MUST use its Private Key Store to sign and return the response to the Challenge Message, after which the OOR Person MUST acknowledge that this action has been completed.
    iv. The LAR MUST verify in real time that the response to the Challenge Message was received from the OOR Person.
    v. When the response to the Challenge Message has been received by the LAR, the LAR MUST verify the OOR Person's signature.

j. The LAR MUST create a QVI OOR AUTH vLEI Credential to be issued to the QVI as required in the QVI AUTH vLEI Credential Framework.

k. The LAR MUST follow the usage rules below for specifying OOR long names in QVI OOR AUTH vLEI Credentials.
    i. The OOR long name MUST be specified in the QVI OOR AUTH vLEI Credential.

ii. If the OOR long name is included in the ISO 5009 Official Organization Role lists, then the long name of the role and its corresponding OOR code MUST be included in the QVI OOR AUTH vLEI Credential. The ISO 5009 Official Organization Role lists can be accessed using the GLEIF API.
iii. If the OOR long name is specified in public documents, but not in the ISO 5009 Official Organization Role lists, used by the QVI to validate the person in the role, then the role as specified in these documents MUST be included in the QVI OOR AUTH vLEI Credential.
iv. If the OOR long name is specified in other documents provided by the Legal Entity, but not in the ISO 5009 Official Organization Role lists, and used by the QVI to validate the person in the role, then the role as specified in these documents MUST be included in the QVI OOR AUTH vLEI Credential.

l. The QVI OOR AUTH vLEI Credential MUST be signed by a threshold satisfying number of LARs using the Legal Entity vLEI Credential.

2. Preparing for issuance of an OOR vLEI Credential by a QVI
    a. Based on the information contained in the QVI OOR AUTH vLEI Credential received by the QVI:
        i. A QAR MUST perform Identity Verification of the Legal Entity as specified in section 6.3 above.
        ii. A QAR MUST validate the name and the Official Organizational Role of an OOR Person using one or more official public sources. An example of documentation that can be used to validate the name and Official Organizational Role of an OOR Person are a certified copy of documentation accessed directly by the QAR from a business registry.
        iii. If the name and the Official Organizational Role of the OOR Person cannot be validated using one or more official public sources, the QAR MUST request from the LAR(s) copies of documents of the Legal Entity. Examples of documentation that can be provided by the Legal Entity to validate the name and Official Organizational Role of an OOR Person are a notarized copy of statutes or articles, Board minutes or a certificate of incumbency provided by the Legal Entity. Use of documents not certified or notarized or documents found on websites or through links provided solely by the Legal Entity are not acceptable for this validation.

        iv. If the name and the Official Organizational Role of the OOR Person cannot be validated using official public sources or copies of documents of the Legal Entity, then the QAR MUST notify the LAR that an OOR vLEI Credential cannot be issued and the LAR MAY authorize instead the issuance of an ECR vLEI Credential.

b. Identity Authentication by a QAR
    i. A QAR and the OOR Person MUST establish a real-time OOBI session in which the QAR and the OOR Person are present. An example is a continuous web meeting attended by all parties on both audio and video.
    ii. Video filters and avatars MUST not be used during the OOBI session.
    iii. A QAR MUST perform manual verification of the OOR Person's legal identity for which the LAR, or third-party service provider, already has performed Identity Assurance. An example: the OOR Person visually presents one or more legal identity credentials verified during Identity Assurance to the QAR.
    iv. A QAR MUST ask the OOR Person verbally to confirm the AID that was sent in the QVI OOR AUTH vLEI Credential. If the AID provided by the OOR Person does not match the AID sent in the QVI OOR AUTH vLEI Credential, the OOBI session ends.
    v. If the AID provided by the OOR Person matches the AID sent in the QVI OOR AUTH vLEI Credential, the OOBI session continues.

c. The following steps MUST be performed in this order and completed during this OOBI session.
    i. The QAR MUST use an OOBI protocol (such as a QR code or live chat) to share the QVI AID with the OOR Person.
    ii. The QAR MUST send a Challenge Message to the OOR Person's AID as defined in the Technical Requirements Part 1 for the purposes of cryptographic authentication of the OOR Person's AID. The Challenge Message MUST be unique to the OOBI session.
    iii. The OOR Person MUST use its Private Key Store to sign and return the response to the Challenge Message, after which the OOR Person MUST acknowledge that this action has been completed.
    iv. The QAR MUST verify in real time that the response to the Challenge Message was received from the OOR Person.
    v. When the response to the Challenge Message has been received by the QAR, the QAR MUST verify the OOR Person's signature.

6.5.2 For a Legal Entity with a sole authorized signer or employee

1. Preparing for authorization of an OOR vLEI Credential by a sole authorized signer or employee (who is at the same time DAR, LAR and OOR Person)
    a. A credential wallet MUST be set up for the OOR Person.
    b. While maintaining the same real-time OOBI session with the QAR during which the Legal Entity vLEI Credential was issued, the OOR Person MUST generate its AID. The OOR Person already has been identity assured in its role as a LAR.
    c. Since the OOR Person also is the only LAR, as the sole authorized signer, the LAR MUST issue a QVI OOR AUTH vLEI Credential to the QVI.

i. The LAR MUST follow the usage rules below for specifying OOR long names in QVI OOR AUTH vLEI Credentials.
    1. The OOR long name MUST be specified in the QVI OOR AUTH vLEI Credential.
    2. If the OOR long name is included in the ISO 5009 Official Organization Role lists, then the long name of the role and its corresponding OOR code MUST be included in the QVI OOR AUTH vLEI Credential. The ISO 5009 Official Organization Role lists can be accessed using the GLEIF API.
    3. If the OOR long name is specified in public documents, but not in the ISO 5009 Official Organization Role lists, used by the QVI to validate the person in the role, then the role as specified in these documents MUST be included in the QVBI OOR AUTH vLEI credential.
    4. If the OOR long name is specified in other documents provided by the Legal Entity, but not in the ISO 5009 Official Organization Role lists, and used by the QVI to validate the person in the role, then the role as specified in these documents MUST be included in the QVI OOR AUTH vLEI credential.

d. The OOR Person as LAR MUST indicate consent that their name and OOR to be published on the on the LEI page of the Legal Entity on gleif.org when preparing the QVI OOR AUTH vLEI Credential.

2. Preparing for issuance of an OOR vLEI Credential by a QVI
    a. Based on the information contained in the QVI OOR AUTH vLEI Credential received by the QVI:
        i. A QAR MUST validate the name and the Official Organizational Role of an OOR Person using one or more official public sources. An example of documentation that can be used to validate the name and Official Organizational Role of an OOR Person are a certified copy of documentation accessed directly by the QAR from a business registry.

        ii. If the name and the Official Organizational Role of the OOR Person cannot be validated using one or more official public sources, the QAR MUST request from the LAR(s) copies of documents of the Legal Entity. Examples of documentation that can be provided by the Legal Entity to validate the name and Official Organizational Role of an OOR Person are a notarized copy of statutes or articles, Board minutes or a certificate of incumbency provided by the Legal Entity. Use of documents not certified or notarized or documents found on websites or through links provided solely by the Legal Entity are not acceptable for this validation.
        iii. If the name and the Official Organizational Role of the OOR Person cannot be validated using official public sources or copies of documents of the Legal

Entity, then the QAR MUST notify the OOR Person as LAR that an OOR vLEI Credential cannot be issued and the OOR Person as LAR MAY authorize instead the issuance of an ECR vLEI Credential.

b. Identity Verification by a QAR
    i. If the issuance of the OOR vLEI Credential will proceed, a QAR and the OOR Person MUST establish a real-time OOBI session in which the QAR and the OOR Person are present. An example is a continuous web meeting attended by all parties on both audio and video.
    ii. Video filters and avatars MUST not be used during the OOBI session.
    iii. A QAR MUST perform manual verification that the OOR Person is the sole authorized signer who previously generated the AID and, as LAR, issued the QVI OOR AUTH vLEI Credential to the QVI.
    iv. A QAR MUST ask the OOR Person verbally to confirm the AID that was sent in the QVI OOR AUTH vLEI Credential. If the AID provided by the OOR Person does not match the AID sent in the QVI OOR AUTH vLEI Credential, the OOBI session ends.
    v. If the AID provided by the OOR Person matches the AID sent in the QVI OOR AUTH vLEI Credential, the OOBI session continues.

c. The following steps MUST be performed in this order and completed during this OOBI session.
    i. The QAR MUST use an OOBI protocol (such as a QR code or live chat) to share the QVI AID with the OOR Person.
    ii. The QAR MUST send a Challenge Message to the OOR Person's AID as defined in the Technical Requirements Part 1 for the purposes of cryptographic authentication of the OOR Person's AID. The Challenge Message MUST be unique to the OOBI session.
    iii. The OOR Person MUST use its Private Key Store to sign and return the response to the Challenge Message, after which the OOR Person MUST acknowledge that this action has been completed.
    iv. The QAR MUST verify in real time that the response to the Challenge Message was received from the OOR Person.
    v. When the response to the Challenge Message has been received by the QAR, the QAR MUST verify the OOR Person's signature.

6.6 Issuance

1. The Legal Entity and OOR Person Identity Verification process outlined in sections 6.3 and 6.5 MUST be completed before OOR vLEI Credential issuance can begin.
2. The QAR MUST follow the usage rules specified below for Official Organizational Role Codes and Reference Data included in OOR vLEI Credentials.

a. The QAR MUST confirm that the LAR followed the usage rules specified in section 6.5.1.j. or 6.5.2.c. for including the OOR long name in the QVI OOR AUTH vLEI Credential.

    i. If the OOR long name specified in the OOR vLEI Credential does not match the OOR long name in the QVI OOR AUTH vLEI Credential, then the QAR MUST not issue the OOR vLEI Credential.

b. Usage rules for QARs for abbreviations of OOR roles

    i. If an OOR abbreviation exists for an OOR role:

        1. If an OOR abbreviation is included in the ISO 5009 Official Organization Role lists for the corresponding OOR role, then the abbreviation listed MUST be included in the OOR vLEI credential. The ISO 5009 Official Organization Role lists can be accessed using the GLEIF API.

        2. If the OOR abbreviation is specified in other documents used by the QVI to validate the person in the role, then the abbreviation as specified in these documents MUST be included in the OOR vLEI credential.

c. Usage rule for QARs for OOR codes

    i. If an OOR Role is part of the ISO 5009 Official Organization Role lists, then the OOR code assigned for this OOR role MUST be included in the OOR vLEI credential.

    ii. The QAR MUST confirm that the LAR followed the usage rules specified in section 6.5.1.j. or 6.5.2.c. for including the corresponding OOR code for the OOR long name in the QVI OOR AUTH vLEI Credential.

    iii. The ISO 5009 Official Organization Role lists can be accessed using the GLEIF API.

d. Usage rule for QARs for the Latin Transliteration of OOR long names

    i. For all OORs included in the ISO 5009 Official Organization Role lists, the standard requires long names of OORs in non-Latin character sets to be transliterated into Latin characters. If a Latin transliteration exists for an OOR long name in the ISO 5009 lists, the Latin transliteration MUST appear in the OOR vLEI credential. The ISO 5009 Official Organization Role lists can be accessed using the GLEIF API.

3. A workflow MUST be implemented in the operations of the QVI which requires two QARs to be involved in the issuance and signing an OOR vLEI Credential. The first QAR will perform the required above-mentioned Identity Authentication and out-of-band validations and then signs the credential. Another QAR then approves the issuance and signs the OOR vLEI Credential.

4. A QAR MUST call the vLEI Reporting API for each issuance event of OOR vLEI Credentials.
5. GLEIF MUST update the list of vLEI Credentials on the LEI page of the Legal Entity to reflect OOR vLEI credential issuances that have been reported by QVIs.

6.7 Revocation

1. To revoke an OOR vLEI Credential:
    a. The Legal Entity MUST notify the QVI to revoke an OOR vLEI Credential.
    b. To revoke a previously issued OOR vLEI Credential, the LAR(s) MUST revoke the QVI OOR AUTH vLEI Credential related to a specific issuance of an OOR vLEI Credential.
    c. The QAR then MUST revoke the OOR vLEI Credential.
    d. A QAR MUST perform the revocation within the timeframe specified in Appendix 5 Service Level Agreement (SLA).
2. A QAR MUST call the vLEI Reporting API for each revocation event of OOR vLEI Credentials.
3. If the QVI has been terminated:
    a. At the end of the Grace Period for the Qualified vLEI Issuer vLEI Credential that has been revoked by GLEIF, the QVI MUST revoke all of the OOR vLEI Credentials that the QVI has issued.
    b. Then, the terminated QVI MUST transfer a copy of its revocation log to GLEIF.
4. GLEIF MUST update the list of vLEI Credentials on the LEI page of the Legal Entity to reflect OOR vLEI Credential revocations that have been reported by QVIs.

6.8 Level of Assurance

1. The OOR vLEI Credential SHOULD be issued with only a single Level of Assurance. Future versions of this Credential Framework MAY define multiple Levels of Assurance.

6.9 Monitoring

1. GLEIF MUST monitor the QVI Transaction Event Logs (TELs) to detect the issuance of OOR vLEI Credentials which were not reported using the vLEI Reporting API.

7 Holder Policies

There are no restrictions on the Holders of vLEI Credentials specified in the vLEI Ecosystem. Restrictions may be introduced in other Ecosystems that use the vLEI Ecosystem.

8 Verifier Policies

There are no restrictions on the Verifiers of vLEI Credentials specified in the vLEI Ecosystem. Restrictions may be introduced in other Ecosystems that use the vLEI Ecosystem.

9 Credential Definition

9.1 Schema

1. The OOR vLEI Credential MUST be an Authentic Chained Data Container (ACDC) that MUST use for its schema at the time of issuance, the JSON Schema found in:

   https://github.com/GLEIF-IT/vLEI-schema/blob/main/legal-entity-official-organizational-role-vLEI-credential.json

2. The field values in the credential MUST be as follows:
   a. The "LEI" field value MUST be the LEI of Legal Entity Holder.
   b. The "personLegalName" field value MUST be the Legal Name of the Person in the Official Role at the Legal Entity as it appears in the identity credential provided by the OOR Person for Identity Assurance.
   c. The "officialRole" field value MUST be the the Official Organizational Role.
   d. Additional data elements can be specified about the OOR Person through issuance of another ACDC credential containing these additional elements by using the chaining capabilities of ACDC credentials to chain this additional ACDC credential to the Legal Entity Official Organizational Role vLEI Credential.
3. The Sources section of the OOR vLEI Credential MUST contain a source reference to the QVI OOR AUTH vLEI Credential (via SAID) that the issuing QVI received authorizing the issuance of this OOR vLEI Credential. The Sources section of that QVI OOR AUTH vLEI Credential MUST contain a source reference to the Legal Entity vLEI Credential that was issued by the QVI to the Legal Entity and contain the same value for the “LEI” field as the Legal Entity vLEI Credential.
   The elements in this type of credential can be returned in response to a presentation request as defined in the Issuance and Presentation Exchange (IPEX) protocol section of the ACDC specification.
   The ACDC specification can be found in: https://github.com/trustoverip/tswg-acdc-specification
4. Usage of a valid, unexpired, and non-revoked vLEI Credential, as defined in the associated Ecosystem Governance Framework, does not assert that the Legal Entity is trustworthy, honest, reputable in its business dealings, safe to do business with, or compliant with any laws or that an implied or expressly intended purpose will be fulfilled. It is recommended that upon presentation of OOR vLEI Credentials that the credentials are verified. The Legal Entity is responsible for the use of OOR vLEI credentials that it has authorized and assumes liability for misuse of OOR vLEI Credentials by its official representatives.