

**Company Letter Head**

Date

Director  
Common Criteria Evaluation and Validation Scheme  
National Security Agency  
9800 Savage Road  
Savage MD 20755-6757

This letter is formal notice that **COMPANY NAME** desires to participate as an approved laboratory in the Common Criteria Evaluation and Validation Scheme (CCEVS). **COMPANY NAME** recognizes that it must comply with both the requirements of the National Voluntary Laboratory Accreditation Program (NVLAP) for Information Technology Security Testing-Common Criteria Testing (NIST Handbooks 150 and 150-20) and the requirements of the CCEVS.

**COMPANY NAME** hereby acknowledges there are requirements for participation within the CCEVS dictated by the scheme in addition to the NVLAP requirements. In order to be placed on the CCEVS Approved Laboratory List, **COMPANY NAME** acknowledges it must be accredited by NVLAP and comply with all of the requirements outlined in [Publication #1](#), *Organization, Management and Concept of Operations*.

**COMPANY NAME**, as of the date of this letter, is a legal entity, duly organized and incorporated, validly existing, and in good standing under the laws of the State of **STATE NAME** whose principal place of business is **CITY, STATE**.

Point of contact for this application is **POC NAME, TITLE, PHONE, E-MAIL ADDRESS**.

Sincerely,

**NAME**  
**TITLE**