

# Create a Custom Certificate Request

5 out of 7 rated this helpful

Applies To: Windows 7, Windows Server 2008 R2

Administrators usually configure certificate templates in advance so that the templates can be used to request or enroll for certificates. Custom requests can be used to modify a certificate template to meet special requirements, or to create a new certificate not based on a template. They can also be used to save a certificate request to a file for processing at a different time or on a different computer.

**Users** or local **Administrators** is the minimum group membership required to complete this procedure. Review the details in "Additional considerations" in this topic.

## To create a custom certificate request

1. Open the Certificates snap-in for a user, computer, or service.
2. In the console tree, double-click **Personal**, and then click **Certificates**.
3. On the **Action** menu, point to **All Tasks**, point to **Advanced Operations**, and then click **Create Custom Request** to start the Certificate Enrollment wizard. Click **Next**.
4. On the **Custom request** page, in the **Templates** list, do one of the following:
  - If you know what kind of certificate you want and want to accept the default configuration options, select the appropriate certificate template.
  - If you need a completely customized certificate, select **(No template) CNG key** or **(No template) Legacy key**.

Note
CNG keys might not be compatible with all applications.

5. Each certificate template includes a standard set of extensions that can indicate additional subject identification information, or it can indicate key usage information, which specifies the tasks (such as signature or encryption) for which a key can be used. If you want to use only the custom extensions that you specify, select the **Suppress default extensions** check box.
6. Select the file format you want to use for your certificate request:
  - **PKCS #10** is a widely used format for certificate requests.
  - **CMC** can be used to prepare requests that will be submitted to a non-Microsoft certification authority.
7. Click **Next**.
8. Click **Details** to view details of the certificate request. If you want to customize the request further, click **Properties** and fill in the desired options. When you are finished, click **OK** to close **Certificate Properties**, and then click **Next**.
9. Enter a file name and path, and then click **Finish**.

**Additional considerations**

- User certificates can be managed by the user or by an administrator. Certificates issued to a computer or service can only be managed by an administrator or user who has been given the appropriate permissions.
- To open the Certificates snap-in, see [Add the Certificates Snap-in to an MMC](#).

**Additional references**

- [Request Certificates by Using the Certificate Request Wizard](#)