

Applicant ID (Internal use)

Order ID (Internal use)



**• FACT**

Please read the following to understand the need of documentation before issuing a certificate.

We would like to explain the fundamental behind the document and attestation, before a certificate is issued. There are Five fundamentals which need to be fulfilled in order to get a Digital Signature Certificate.

<b>FACT # 1</b> Individual (who is applying, also called applicant) identity needs to be verified.	<b>FACT # 2</b> Organization (applicant on behalf of organization) identity needs to be verified.	<b>FACT # 3</b> Relationship between organization and applicant needs to be verified.	<b>FACT # 4</b> Signatory who is establishing relationship between applicant and organization needs to be verified.	<b>FACT # 5</b> We would need a third party attestation to certify all is in order.
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**• Please select Certificate type**

TIP : Please select class of certificate and validity.

Class 2  3     Year 1  2  3     Type Sign  Sign & Encrypt     Organization

**• Please select one of the following categories**

TIP : Once you select the category the document required are mentioned in adjacent row.

Document Name	Attestation of form required	Resident Permit	Visa	Passport	Address Proof	Notarized	Attestation
<input type="checkbox"/> Foreign National residing in native country (part of Hague Convention)	✓			✓	✓	Public Notary	Apostilled by competent authority in foreign country
<input type="checkbox"/> Foreign National residing in native country	✓			✓	✓	Public Notary	Consularized by the competent authority in foreign country
<input type="checkbox"/> Foreign National residing in India	✓	✓	✓	✓	✓		Certified by the individual embassy
<input type="checkbox"/> Foreign National neither in India nor in the Native Country	✓		✓	✓	✓		Certified by the individual embassy
<input type="checkbox"/> Foreign National holding OCI Passport (foreign address) living in India	✓			✓			Bank manager or gazetted officer

**• Please include the following documents of organization**

TIP : The below documents are required from your organization.

Authorization letter with applicant photograph on company letterhead by company signatory (Authorising person).  
 Company identity proof self signed by company signatory and attested.  
 Company signatory signature proof.  
 Company entity proof (Bank statement, audit report, company registration certificate company director list).

**• Signature of the applicant with seal of the company**

**• Please fill the applicant details**

TIP : The certificate would be issued in the following name.

Applicant Name  Mobile No.

PAN Card (if applicable)  Passport Number (if applicable)  Visa Number (if applicable)

E-mail ID

**• Please fill organization details**

TIP : Please tell us about your organization.

Organization Name

Organization Address

Pin Code  Nationality  Department

Town/City/District  State/Union Territory

**Note:** Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

### Instructions:

1. Please fill up the form in 'English' only.
2. Incomplete, illegible or inconsistent applications will be rejected.
3. The utilities bill or bank statement should not be older than 3 months from the application date.
4. Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
5. DSC Download link is sent to the applicant email only.
6. The certificates must be downloaded only in a cryptographic device.
7. Email verification by the applicant is mandatory.
8. Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master (OCI).

9. For CLASS 2 & 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
10. Applicants must refer to CapricornID CPS at [www.certificate.digital](http://www.certificate.digital)
11. Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 (011) 6140 0000
12. The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
13. for encryption certificate only  
I hereby undertake that a backup copy of the encryption key will be securely maintained by me (Applicant).
14. Applicant has to sign across the photograph extended to application form.
15. Applicant must provide address proof if address is different from passport.

### Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:

affix recent  
passport  
size coloured photograph  
of the  
applicant

applicant has to sign across  
the photograph extended  
to application form

Signature of applicant as in ID Proof

### For Official Use Only

Verification Officer / Trusted Role Signature to be affixed here.

Signature

### Foreign Organization Sign

	1 Year	2 Year	3 Year
<b>Class 2</b>	US\$ 75.00	US\$ 100.00	US\$ 150.00
<b>Class 3</b>	US\$ 150.00	US\$ 250.00	US\$ 350.00

### Foreign Organization Sign & Encrypt

	1 Year	2 Year	3 Year
<b>Class 2</b>	US\$ 100.00	US\$ 150.00	US\$ 200.00
<b>Class 3</b>	US\$ 200.00	US\$ 300.00	US\$ 400.00

### What is included in our price

- The amount includes delivery charges of USB hardware device to your country.
- Support charges.
- Digital signature certificate (DSC) .

### What is NOT included in our price

- Import Charges / Duty of USB device to your country.
- Registration on tender portal.
- Breakage of hardware device .

### Bank Details

Payee Name : Capricorn Identity Services Pvt Ltd  
 Account No : 083105001411  
 IFSC Code : ICIC0000831  
 Bank : ICICI Bank Ltd.  
 Branch : Laxmi Nagar, Delhi-92  
 Swift Code : ICICINBBCTS  
 Type : Current  
 For Usd A/c no: ICICI BANK - 003705018301

### Pay through Credit Card



[Support@CapricornID.com](mailto:Support@CapricornID.com)



**CERTIFICATE . DIGITAL**  
 Licensed Certifying Authority  
 visit <http://www.Certificate.Digital>

• Please check the following before you send the paper to our office.

### CHECKLIST

- Seal and Signature on both pages.
- Form to be filled by blue ink only
- Please fill up the form in 'English' only

#### Individual Documents

- Attestation of form required
- Passport
- Resident permit (if applicable)
- Visa (if applicable)
- Identity proof (if applicable)

#### Atestttation of Documents

- Document to be notarized. ( if applicable)
- Document to be attested ( if applicable).

#### Organization Documents

- Authorization letter with applicant photograph on company letterhead by company signatory.
- Company identity proof self signed by company signatory and attested.
- Company signatory signature proof
- Company entity proof

( Send complete documents to following address and for your convenience you can cut and paste this address on the envelope and send us )

## Capricorn Identity Services Pvt. Ltd.

G-5, Vikas Deep Building, Plot-18,  
 Laxmi Nagar District Centre,  
 Delhi- 110 092, India  
 Phone – +91 011- 4244 8288