

**Please select Certificate type**

TIP : Please select class of certificate and validity.

Applicant ID (Internal use)

Order ID (Internal use)

Class  2  3

Year  1  2  3

Type  Sign  Sign & Encrypt



**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

Address

Town/City/District

State/Union Territory

Pin Code

Nationality

**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

**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.

**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:

Signature of applicant as in ID Proof (Blue link only)

affix recent  
passport  
size coloured photograph  
of the  
applicant

applicant has to sign across  
the photograph extended  
to application form

### Instructions:

1. Please fill up the form in 'English' only.
2. Incomplete, illegible or inconsistent applications will be rejected.
3. Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master (OCI).
4. The utilities bill or bank statement should not be older than 3 months from the application date.
5. Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
6. For CLASS 2 & 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
7. Email verification by the applicant is mandatory.
8. DSC Download link is sent to the applicant email only.
9. The certificates must be downloaded only in a cryptographic device.

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.
16. In address proof Driving licence, electricity bill,water bill,bank statement.

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

### CHECKLIST

- Seal and Signature on first 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)

#### Attestation of Documents

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

( 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

### Foreign National Individual 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 National individual 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 - 083106000008

### Pay through Credit Card



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

