

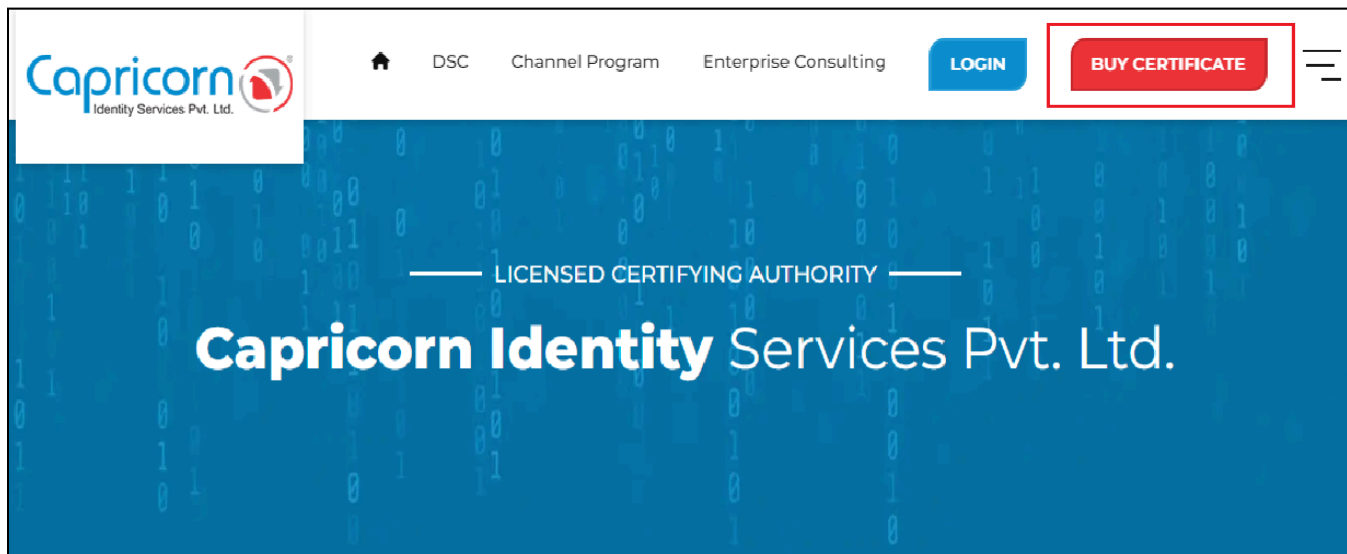
Version 1.1.0
30-Jan-2025

FOREIGN- IND BASED DSC PROCEDURE

Capricorn Identity Services Pvt. Ltd.
Licensed Certifying Authority (CA) under IT Act, 2000.

FOREIGN - IND BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the 'Buy Certificate' option to begin the DSC purchase process.



Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **Foreign Individual DSC** type, click on the 'Buy Certificate' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else you can select **USB TOKEN NOT REQUIRED**.

Usage Type

Individual Organization IET (DGFT) Government Foreign Organization **Foreign Individual** Document Signer

CLASSIFY

Sign Encrypt Sign & Encrypt

YEARS

1 Years 2 Years 3 Years

TOKEN

USB Token USB Token Not Required

Payment Summary

DSC Amount	\$ XXX
USB Token	\$ XX
GST (18%)	\$ XX
Payable Amount	\$ XXX

Buy Certificate

NOTE: As per the CCA [Controller of Certifying Authorities Government of India] guideline Effective from March 31, 2023, the new series tokens will be compatible to download Digital Signature Certificate. [How to Identify New Series Tokens](#)

Fill in your details including your Name, Email address, Mobile number, and Address. Click on the '**Get OTP**' button. If you have a BP Referral Code, please enter it in its field, and if you don't, you can proceed without a BP Referral Code.

Enter the OTP received on your mobile number. Select the 'Terms of Services' checkbox and the '**I'm not a robot**' CAPTCHA checkbox. Click on the '**Continue to DSC Enrollment**' button to proceed.

NOTE: - "REMARK" BP can enter any reference in the remark field related to the order and the same will be reflected in the **BUSINESS PARTNER PORTAL** under the **ORDER** section.

Click on the 'Paperless' option to proceed with your DSC application.

Please fill in the required details with eKYC ID & eKYC pin:

- eKYC ID should be set according to the customer name with some more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin that you can set according to your preferences.

Select the checkbox to accept the '**Terms of Service**' and IVG. Click '**Submit**' to move forward.

⌚ Pending Actions → Application Form ⏪ Prev Next ⏩ | [Help ?](#)

Name	PAN (Mandatory for Income Tax usage)
<input type="text" value="Sxxxx Sxxxx"/>	<input type="text" value="PAN"/>
Date of Birth	Mobile with country code
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="+192xxxxxxxx"/>
Email	Gender
<input type="text" value="test676@gmail.com"/>	<input type="text" value="Select Gender"/>
Address	
<input type="text" value="abc 1233"/>	
Postal Code (PIN)	Country
<input type="text" value="10004"/>	<input type="text" value="United States"/>
State	City
<input type="text" value="newyork"/>	<input type="text" value="newyork city"/>
eKYC ID	eKYC PIN
<input type="text" value="KYC ID"/> @capricorn	<input type="text" value="KYC PIN"/>
<small>Alphanumeric, start with alphabet, min 4 letter long</small>	<small>6 digit numeric pin</small>

Applicant Declaration: I hereby agree and confirm, that I have read and understood Provisions, Guidelines and Practices of Certificate.Digital CPS and the Subscriber Agreement, I would abide by the same. The information provided in this application form is Correct and true in all respect.

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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

☐ I accept the [Terms of Service](#), and IVG I want to proceed.

Submit

If you have mentioned your PAN number, you have to verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Pending**
- Mobile Verification Completed
- Email Verification Pending
- Video Pending

Order ID: OR264215788 Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Verify PAN

Verify PAN

Name * SxxxxSxxxx PAN * LXXXXXXXXX

Date of Birth * XX-XX-2XXX ☐ Change name in order

Verify

Verify your mobile by following the prompts to complete the mobile verification process.

In case, you want to change the **Mobile No**; then edit the field and mention your correct mobile no, and click on **Resend OTP** after that your **Mobile Number** will be updated.

ORDER STATUS

- Certificate Completed
- eKyc Pending
- Mobile Verification Pending
- Email Verification Completed
- Verification (Level -1) Waiting
- Verification (Level -2) Waiting
- Payment Waiting
- eSign Waiting
- Download Waiting

Order ID: OR214314795 Created on: Jan 27, 2025 12:50 PM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Mobile Verification

Verify Mobile

Mobile Number XXXXXXXXXXXX OTP

Verify Re-send OTP

NOTE:

1. If you do not receive the OTP for mobile verification. You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).

2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

Activate Windows
Go to Settings to activate

NOTE :

1. If you do not receive the OTP for mobile verification.

You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).

2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

Upload a passport-sized photograph of the applicant.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Pending
- Mobile Verification**
Completed
- Email Verification**
Completed
- Documents**
Pending
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264215788
Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Photo

Upload Your Photo Now

Upload applicant photo

Passport size Photo of the applicant in JPG / PNG / JPEG Format upto 30KB allowed (200px X150px).

Photo resize tool [Click Here](#)

Upload the required documents

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Completed
- Mobile Verification**
Completed
- Email Verification**
Completed
- Documents**
Pending
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264215788

Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Upload Document

Identity proof of Applicant *
 ((The scanned copy of Passport/Local Govt issued identity/PAN/OCI passport can be submitted.))

Upload

Address proof of Applicant *
 ((The scanned copy of passport/OCI passport/local government issued id having address/bank details having address/any utility bills in the name of applicant issued within three months/ document issued from embassy with residential address can be provided.))

Upload

Other Documents
 (If you Required)

Upload

Important Notes:
 1. It is mandatory to display original documents during video recording.
 2. If the document has personal information on both sides, please scan both sides and upload it as single PDF.

Click on 'Start Video Recording' to initiate video verification.

ORDER STATUS

- Certificate**
Completed
- eKyc**
Completed
- Pan Verification**
Completed
- Photo**
Completed
- Mobile Verification**
Completed
- Email Verification**
Completed
- Documents**
Completed
- Video**
Pending
- Application Form ***
Pending
- Verification (Level -1)**
Waiting
- Verification (Level -2)**
Waiting
- Payment**
Waiting
- eSign**
Waiting
- Download**
Waiting

Order ID: OR264215788

Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Record Video

Complete your video verification
 As per CCA guideline video verification required for DSC purchase.
 You can select your own language to speak while recording video.

Please show your original documents while recording video.
 • Identity proof of Applicant
 • Address proof of Applicant

You can Record your video using

- Desktop / Mobile Web Browser
- Capricorn Customer App Android
- Capricorn Customer App IOS

[Start Video Recording](#)



The documents that you need to present during the video recording are listed on the video recording screen. Please ensure you have these documents ready before starting the recording. While recording your video, clearly state your name and the video code displayed on the screen. This helps in verifying your identity and linking the video to your application.

Record Video for DSC Order Id OR264215788

Please show your original documents while recording video.

- 📄 Identity proof of Applicant
- 📄 Address proof of Applicant

Please speak line below while recording video

You can select your own language

English Hindi

I, sxxxx sxxxx with video code 818 have applied for digital signature with capricorn CA.

Start Video Recording

Instructions for Video Recording:

1. Hold original documents on the edges and show them for at least 4-5 seconds.
2. Ensure your face is fully visible, taking up 50% of the video frame with a clear background.
3. Avoid dark shadows; ensure bright lighting on your face.
4. Do not wear accessories like caps, headgear, eyeglasses, headphones, or sunglasses.
5. Prefer a plain background and maintain a natural expression.
6. Hold documents on the edges without covering any content or place them on a flat surface for recording.
7. Videos with unclear video or audio will be rejected.

After recording your video, you have to preview it by clicking on the **'Play Video'** button and click on **'Submit'** to complete the video recording confirmation.

Record Video for DSC Order Id OR264215788

Please show your original documents while recording video.

- 📄 Identity proof of Applicant
- 📄 Address proof of Applicant

Please speak line below while recording video

You can select your own language

English Hindi

I, sxxxx sxxxx with video code 447 have applied for digital signature with capricorn CA.

Play Video SUBMIT

If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to

- ➔ Browser > Settings > Privacy and Policy > Site Settings > Camera >
- ➔ Remove https://secure.certificat.digital
- ➔ Remove https://www.capricorn.caish
- ➔ Refresh Browser and Try again to record video

Click on '**Continue to enrollment process**' to continue your DSC application.

Record Video for DSC Order Id OR264215788

Please show your original documents while recording video.

- 📄 Identity proof of Applicant
- 📄 Address proof of Applicant

Please speak line below while recording video

You can select your own language

English Hindi

I, \$xxxx \$xxxx with video code 447 have applied for digital signature with capricorn CA.

If you unable to record clear video or your video preview not showing, then try to reset your camera permission. Go to
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >
→ Remove https://secure.certificate.digital
→ Remove https://www.capricorn.co.in
→ Refresh Browser and Try again to record video

Video Uploaded Successfully.

Continue to enrollment process

After recording your video, you can preview it by clicking on the '**Play**' button. If you find any mistakes or if the video was recorded incorrectly, you have the option to record the video again.

Pending Actions → Record Video

Complete your video verification

As per CCA guideline video verification required for DSC purchase.

You can select your own language to speak while recording video

✔ You have recorded your video on 25-Jun-2024 11:40 AM

Please show your original documents while recording video.

- 📄 Identity proof of Applicant
- 📄 Address proof of Applicant

Play

Record Video Again

After Completing the above verification; If you had opted for **TOKEN REQUIRED** at the time of product selection. Then, you have to confirm your delivery address for token delivery.

Order ID: ORXXXXXX

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

Shipping Address	Pending	Confirm
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Please do above step to submit application form*

Along with the delivery address, you can choose options:

1. **Send Token after downloading DSC.**
2. **Send Empty Token, I will download DSC Later.**

Then, click the “**Confirm and submit**” button.

Pending Actions → Update Shippings

Update Shippings

Name: XXXXXXXX

Mobile with country code: XXXXXXXX

Flat, House no., Building, Company, Apartment: XXXXXXXX

Area, Street, Sector, Village: XXXXXXXX

Landmark: XXXXXXXX

Postal Code (PIN): XXXXXXXX

Country: XXXXXXXX

State: XXXXXXXX

City: XXXXXXXX

☐ Send Token after download DSC

☒ Send empty token, I will download DSC later

Confirm & Submit

After completing the above verification, you will need to submit the “**Application Form**”.

ORDER STATUS

Certificate Completed

eKyc Completed

Pan Verification Completed

Photo Completed

Documents Completed

Video Completed

Application Form* Pending

Verification (Level -1) Waiting

Verification (Level -2) Waiting

Payment Waiting

eSign Waiting

Download Waiting

Order ID: OR264215788

Show Certificate and eKyc Details Expand

Pending Actions → Application Form

CERTIFICATE Digital Foreign Individual

eKyc & Digital Certificate Registration Form

Form ID: OR264215788

Applicant Name: XXXXXXXXX

Email: test1676@gmail.com

Mobile: 9993000000000

Pin Number: XXXXXXXXX

eKyc ID: mkmk35@capricorn

Class - 3 Sign Year - 2

Address: abc 123

Town/City/District: newyork city

State/Union Territory: newyork

PIN code: 10004

Documents Submitted

Photo

Video

Identity proof of Applicant

Note: 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 punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both.

Applicant Declaration

I hereby agree to abide and confirm, that I have read and understood Provisions, Guidelines & Practices of Certificate.Digital CPS and the Subscriber Agreement. The information provided in this application form is Correct and true in all respect.

Date: 25 Jun, 2024 01:16 PM

Place: newyork city

Submit Application Form

Once the application form is submitted, your order will be sent for verification. The verification will be conducted by Capricorn CA. Please wait for this process to be completed.

After your order has been verified, you will need to finalize the payment for your order. Make sure to complete this step to ensure the processing of your Digital Signature Certificate.

ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Completed
- Video Completed
- Application Form * Completed
- Verification (Level -1) Completed
- Verification (Level -2) Completed
- Payment Pending**
- eSign Waiting
- Download Waiting

Order ID: OR264215788 Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details Expand

Pending Actions → Make Payment

Payment Summary

DSC Amount	\$ XXX
USB Amount	\$ XX
GST (18%)	\$ XX
Payable Amount	\$ XXX


Need Help? [Contact Us](#)

Choose A Payment Options

- Online Payment Gateway
Credit Card, Debit Card, Net Banking, UPI etc.
- Online Payment Gateway
Credit Card, Debit Card, Net Banking, UPI etc.
Pay ₹ 30,090.00
- Scan and Pay via QR
UPI, Phone Pay, Google Pay, Paytm etc.
Pay ₹ 30,090.00

Once the payment is completed, a prompt will appear. Click on '**CONTINUE TO DSC ENROLLMENT**' to proceed to the next steps.

Payment Successful!



Transaction Details

Order ID	OR264215788
Transaction ID	25171fd1c1ceff13f1018e669
Payment Status	success
Amount	\$ XXXX /-
Name	XXXX XXXX
Mobile	919XXXXXXXX
Email	axxxxx3@gmail.com

CONTINUE TO DSC ENROLLMENT

Note: Invoice will be generated and send to registered email & mobile

After the payment, you need to eSign your '**Subscriber Agreement**'. As shown in the screenshot below, click on the "**Click here to login**" link to continue.

ORDER STATUS

Order ID: OR264215788 Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign

Subscriber Agreement and DSC Form eSign

As per CCA guidelines, applicants must read and e-sign the Subscriber Agreement and DSC Application Form to enable DSC download. Follow these simple steps to activate your digital signature certificate. You will be redirected to eSign.Digital to Sign the document

KYCID : mkmk35@capricorn

Please Login with Kyc to activate order and download DSC [Click here to login](#)

[Forgot PIN ??](#) [eKyc Dashboard](#)

You will need to log in using your eKYC credentials.

Capricorn Identity Service Pvt. Ltd.

Repository Download DSC Login BUY CERTIFICATE

Enroll, Track and Manage your Digital Signature Certificate

Choose From Variety Of DSC Usage

CUSTOMER LOGIN

Mobile Email eKYC

Enter your kyc and pin to access your account

Kyc ID Enter username

Kyc PIN

OTP [Get OTP](#)

☐ I'm not a robot

[Login](#)

[Forgot eKyc PIN ??](#)

Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.

Hey, sxxxx sxxxx !

Logout

Stay Updated On your Certificate Status

Approved DSC

In Process

Downloaded

Renewal

Others

Order ID: OR264215788

Name	sxxxx sxxxx
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FIN, Paperless)
Date & Time	25-Jun-2024
Status	Subscriber Aggrement Pending

Form & Agreement eSign

More Details

[DSC Application Form](#) | [Subscriber Agreement](#)

Your Subscriber Agreement will now be signed electronically. This completes the eSign process for your order.

Capricorn
Identity Service Pvt. Ltd.

RepositoryDownload

Well Done!
eSign done successfully

OKCancel

Hey, sagar sethi!

Logout

Stay Updated On your Certificate Status

Approved DSC

In Process

Downloaded

Renewal

Others

Order ID: OR264215788

Name	sagar sethi
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FIN, Paperless)
Date & Time	25-Jun-2024
Status	Download Pending

Download DSC

Form & Agreement

More Details



After signing the **Subscriber Agreement**, your order will be ready for download. You have to set your **Download** key before downloading. You will be able to view your “**ORDER ID, PIN CODE**, and **DOWNLOAD KEY**” on the screen.

The screenshot displays the Capricorn Identity Service web portal. At the top, the Capricorn logo and navigation links (Repository, Download DSC, BUY CERTIFICATE) are visible. A dark blue header bar contains tabs for 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. Below this, a light blue box shows the 'Order ID: OR264215788'. A table lists order details: Name (sXXXX sXXXX), Certificate name (Class - 3 Sign valid for 2 Year DSC . (FIN, Paperless)), Date & Time (25-Jun-2024), and Status (Download Pending). A section titled 'Download your DSC Now' includes a form with fields for OrderID (OR264215788), Pin code (10004), and Download Key (with a red border around the input field and an 'Update Download Key' button). A 'Download DSC' button is also present. At the bottom, there are links for 'View & Approve' and 'View Details'.

Order ID: OR264215788	
Name	sXXXX sXXXX
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FIN, Paperless)
Date & Time	25-Jun-2024
Status	Download Pending

Download your DSC Now

OrderID	OR264215788
Pin code	10004
Download Key	<input type="text"/> <button>Update Download Key</button>

Download DSC

[View & Approve](#) [View Details](#)

To learn how to download your Digital Signature Certificate (DSC), click on the provided link: '[Click here to learn how to download your DSC](#)'