GOV – ORGANIZATION
BASED DSC PROCEDURE

11-APR-2025

VERSION 1.1.1

Capricorn Identity Services Pvt. Ltd.

Licensed Certifying Authority (CA) under IT Act, 2000.

GOV - ORGANIZATION BASED DSC PROCEDURE

Navigate to the **Capricorn website** and select the **'Buy Certificate'** option to begin the DSC purchase process.
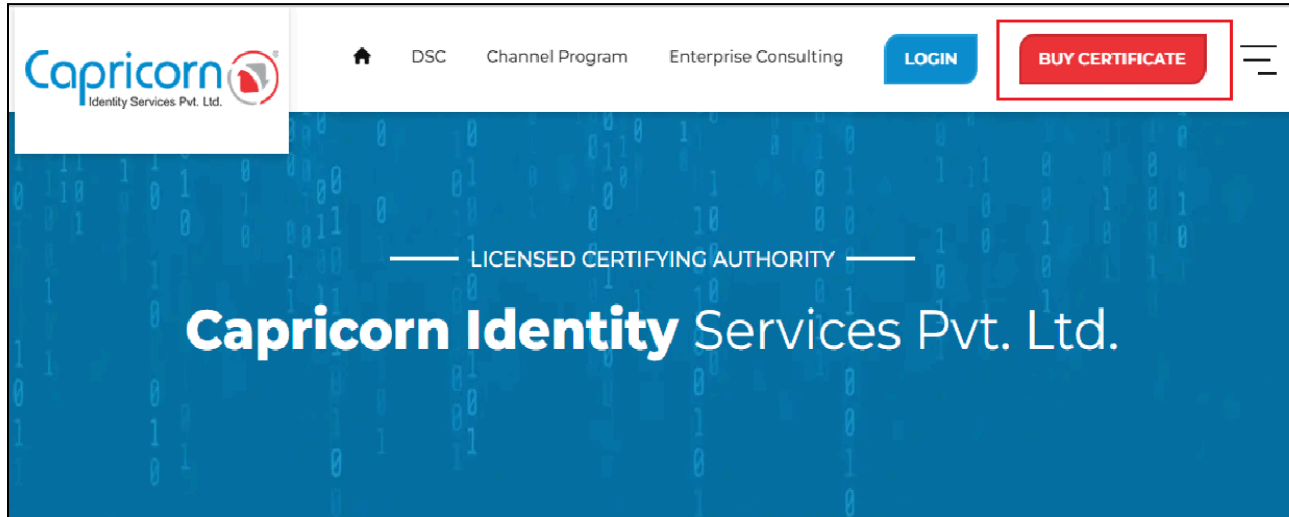
Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **GOVERNMENT DSC** type, click on the **'Buy Certificate'** tab. If you want TOKEN with your DSC, you need to choose **TOKEN**, else, you can select USB **TOKEN NOT REQUIRED**.

Fill in your Name, Email, Mobile Number, and Address. Click **'Get OTP'**. Enter the **OTP** received on your mobile. If you have a **BP Referral Code**, enter it; if not, proceed without it. You can enter any reference in the **remark** field related to the order **(It is optional).**

Select the **'Terms of Services'** and '**I'm not a robot**' checkboxes. Click **'Continue to DSC Enrollment'** to proceed.

Click on the '**Authorized Signatory**' option to proceed with your DSC application.

Please fill in the required details with your KYC 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.

As of now, you need to provide some details of your Authorising person as shown image below:

(TO BE PRINTED ON THE LETTERHEAD ONLY)
ProofofSufficientAuthorizationtoactasaSignatory

[APPLICABLE TO ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES, PUBLIC SECTOR UNDERTAKINGS AND OTHER GOVERNMENT ORGANIZATIONS]
(PLEASE DO NOT USE THIS FORM FOR EMPLOYEE CERTIFICATES)

To,
Capricorn Identity Services Pvt. Ltd. (**Capricorn CA**)
G-5, Vikas Deep Building, Plot no. 18,
Laxmi Nagar District Center, Delhi-110092.

Sub: Authorization for obtaining E-KYC & Digital Signature Certificate.

Select	DSC Type
☐	Sign
☐	Encryption
☐	Sign & Encryption
1 / 2 / 3 years	Validity

I,Controlling/AdministrativeAuthority/HeadofOffice/HeadofDepartment(HOD)ofthe
_____(OrganizationN
ame), have understood the requirements of e-Sign/DSC enrolments under provisions of InformationTechnology Act, and will authorize the employees in line with these requirements.I have enclosedmyIDcardofAuthorized signatory/identity letterissued by theorganization.

ApplicantName	
OrganizationName	
Position/Designation	
Department Name	
OrganizationIDCardNo	
OfficeAddress	
MobileNo	

Signature:_____

(Seal&Stamp)

Authorizing Person Name: _____
Designation: _____
Mobile No. : _____
Email ID : _____

Date: _____

Enclosed:MyOrganizationID card/ Identity letterissuedbytheorganization

Note: All Fields are mandatory to fill.

As you mention the authorizing person details on the Authorization letter, the same details are required to be filled in (as shown in the below image).

Then Click on **Update.**

[NOTE: If you create employees under your EKYC ID, you have to obtain permission from your authorizing person; to know the steps for that, please check the Govt. Signatory Approval Manual.]

TO EDIT THE AUTHORISING PERSON'S DETAILS (IN CASE OF OBJECTION OF INCORRECT DETAILS)

Go to **SHOW MORE DETAILS**.

Click on **Edit** (As shown in the below image).

Update the details and click on **Submit.**

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

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

Upload a passport-sized photograph of the applicant.

Upload the required documents.

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

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 verify your identity and link the video to your application.

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

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

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.

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.

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 & Submit'** button.

After completing the above verification, you will need to submit the **'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.

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

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.

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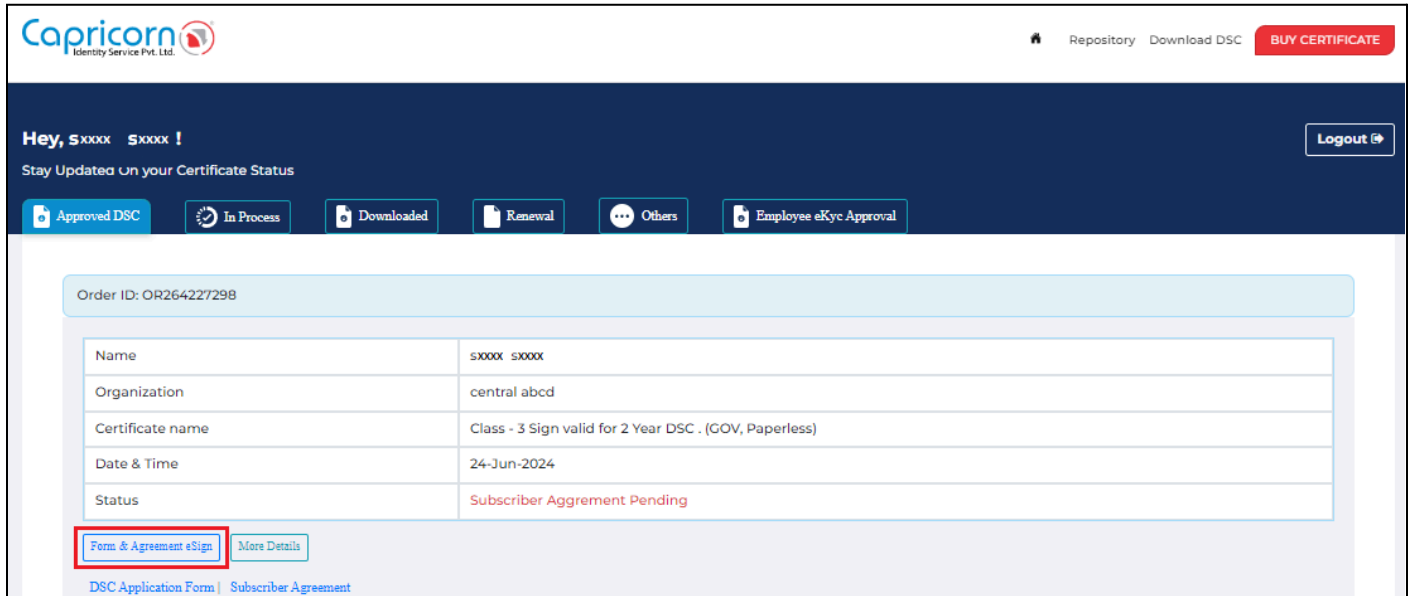
Upon logging in, your eKYC Dashboard will open. Here, you will see your order listed. Click on the **'Form & Agreement eSign'** option to eSign your Subscriber Agreement.
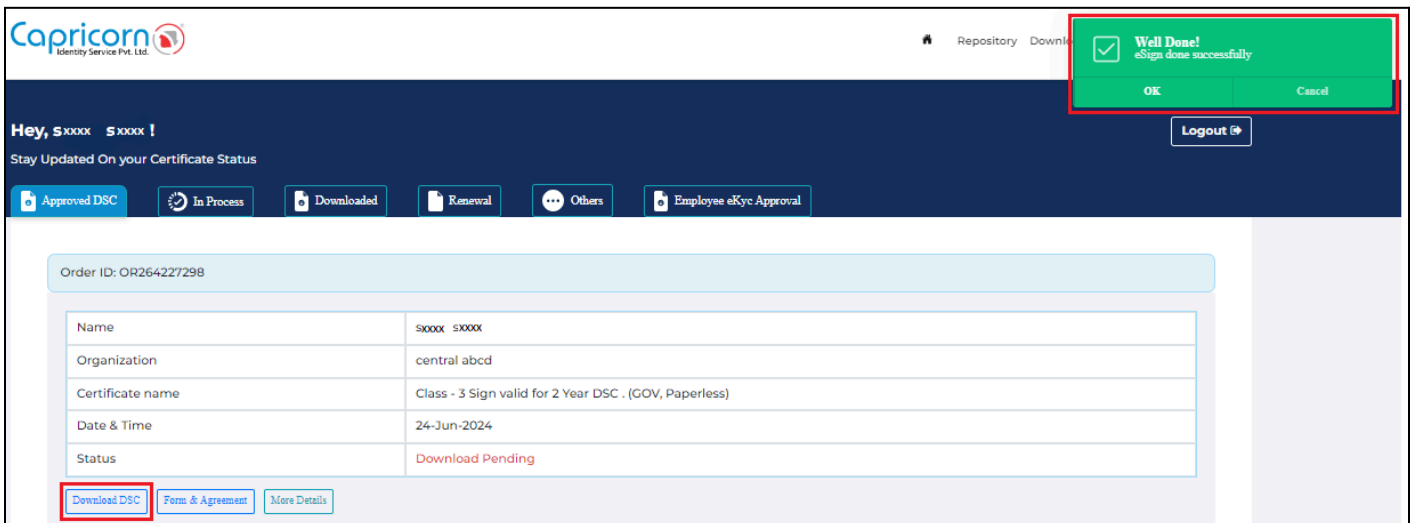

Your **Subscriber Agreement** will now be signed electronically. This completes the eSign process for your order.

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.

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