

# INDIVIDUAL

## Offline Aadhaar Based DSC Procedure

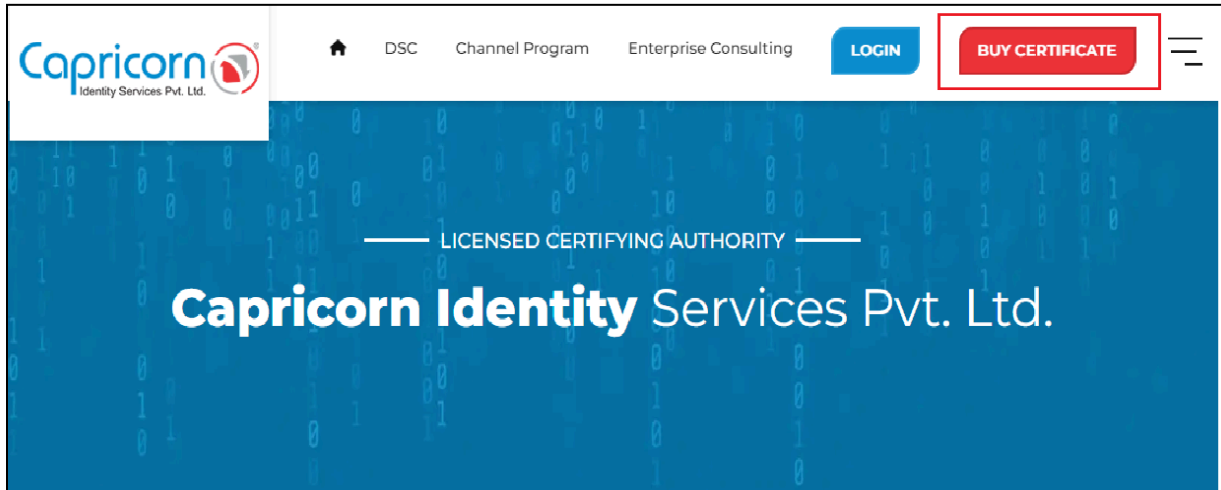
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Capricorn Identity Services Pvt. Ltd.  
Licensed Certifying Authority (CA) under IT Act, 2000.



## INDIVIDUAL - OFFLINE AADHAR-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 want to purchase from the product selection options. After selecting the **Individual DSC** type, click 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	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

**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 have it, 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.

Personal & Address Details

Name

Ex: John

Mobile with country code

Mobile

Email

Email

Mobile OTP

Enter Mobile OTP

Get OTP

Address

Address

Postal Code

Pin Code

Country

India

State

State

City

City

BP Referral Code ( Optional )

00000000

SELECT BP

Remark ( Optional )

Remark

☐ I accept the Terms of Service, and I want to proceed

As per CCA guidelines, you will receive an OTP on your registered mobile number to verify your identity. This mobile number should be part of the applicant's eKYC account and cannot be changed after authentication.

Note: If you want to proceed with the offline Aadhar eKYC process, please use the mobile number registered with Aadhar for authentication.

019KN

Enter code shown in the captcha

Payment Summary

Digital Signature (DSC)	₹XXX.XX
Assistance Services	₹XXX.XX
GST (18%)	₹XXX.XX
Payable Amount	₹XXX.XX

CONTINUE TO DSC ENROLLMENT

Click on the '**AADHAAR OFFLINE**' option to proceed with your DSC application.

### ORDER STATUS

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

Order ID: OR264214437 Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

Aadhaar OTP

Aadhaar Bio

**Aadhaar Offline**

PAN Based

Capricorn eKYC

**Instructions**

**Aadhaar OTP:**  
The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

**Aadhaar BIO:**  
Online Aadhaar Biometric based using LI Fingerprint device registered with UIDAI. Applicant Video verification is not required.

**Aadhaar Offline:**  
The mobile no. must be registered with the Aadhar and the same no. will be used for further authentication. Offline Aadhaar XML downloaded from the UIDAI website. In video verification, the Applicant does not need to show any documents.

Kindly navigate to the '**UIDAI Website**', and look for the option to download your offline Aadhaar XML file. Follow the instructions to generate and download the XML file. You will be prompted to set a '**Share Code**' during this process. Make sure to remember this code.

Go to the **Aadhaar website**. (<https://myaadhaar.uidai.gov.in/>)

Unique Identification Authority of India  
Government of India

myAadhaar

AADHAAR

English

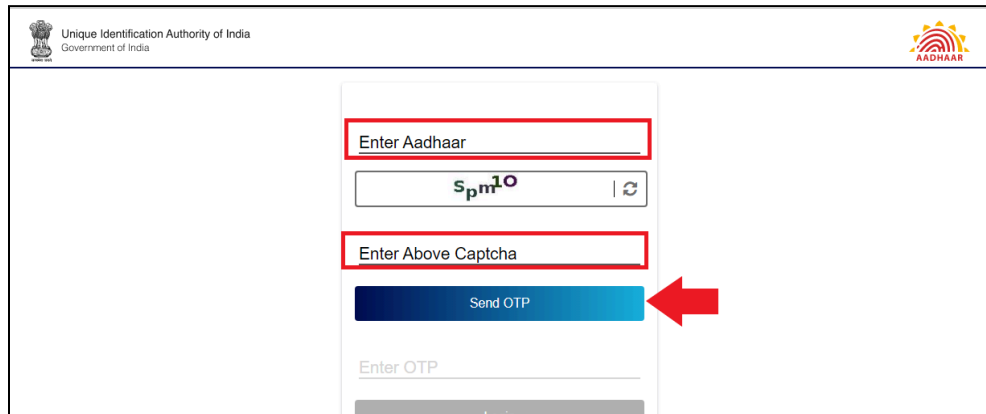
# Welcome to myAadhaar

Click on **Login** button to explore online demographics update service, Aadhaar PVC card ordering & tracking, and more value-added services offered by UIDAI. Your mobile number is required to be registered with the aadhaar to login.

**Login**

Login with Aadhaar and OTP

Click the **'Login'** button to log in to your Aadhar portal.



Unique Identification Authority of India  
Government of India

Enter Aadhaar

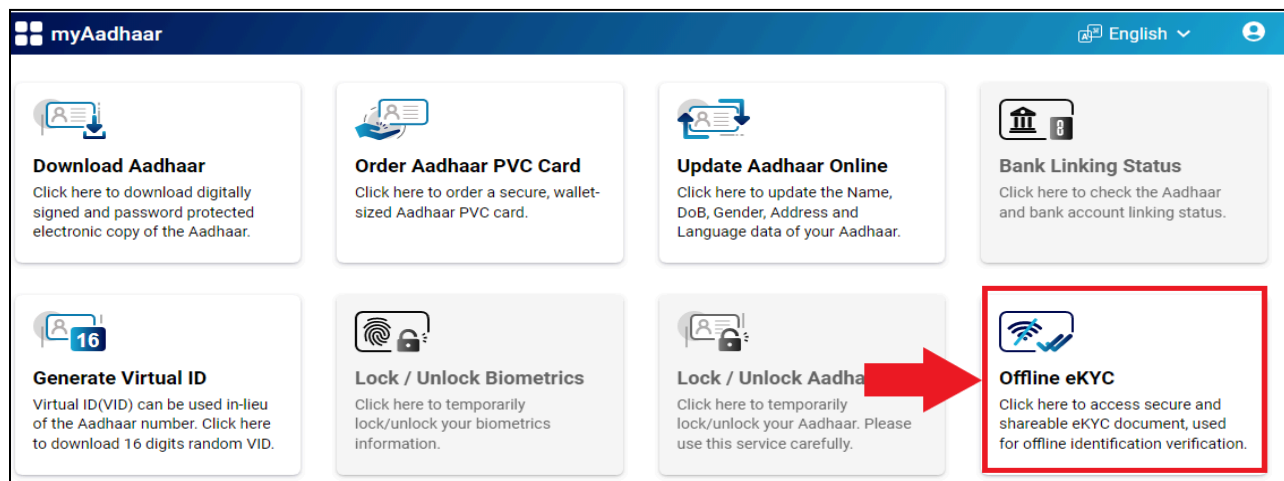
spm10

Enter Above Captcha

Send OTP

Enter OTP

Fill in the details and click on the **'Send OTP'** Tab. OTP is now sent to the mobile number registered with the Aadhaar. Enter the **OTP** and click on the **'Login'** button.



myAadhaar English

**Download Aadhaar**  
Click here to download digitally signed and password protected electronic copy of the Aadhaar.

**Order Aadhaar PVC Card**  
Click here to order a secure, wallet-sized Aadhaar PVC card.

**Update Aadhaar Online**  
Click here to update the Name, DoB, Gender, Address and Language data of your Aadhaar.

**Bank Linking Status**  
Click here to check the Aadhaar and bank account linking status.

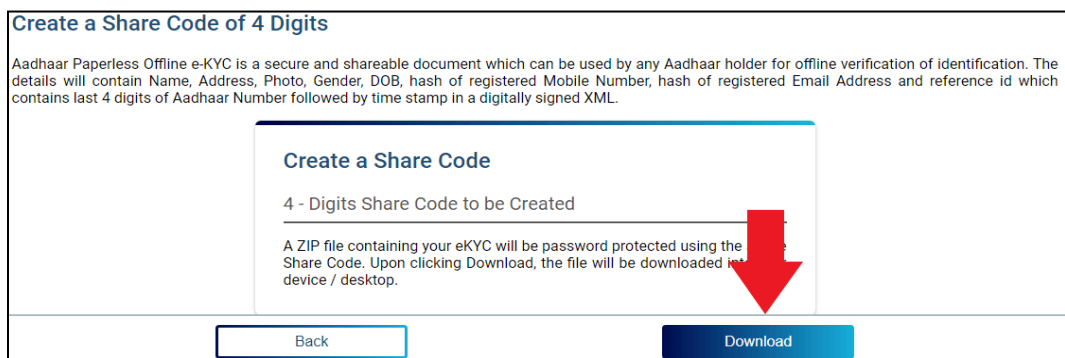
**Generate Virtual ID**  
Virtual ID (VID) can be used in-lieu of the Aadhaar number. Click here to download 16 digits random VID.

**Lock / Unlock Biometrics**  
Click here to temporarily lock/unlock your biometrics information.

**Lock / Unlock Aadhaar**  
Click here to temporarily lock/unlock your Aadhaar. Please use this service carefully.

**Offline eKYC**  
Click here to access secure and shareable eKYC document, used for offline identification verification.

After logging in to your Aadhaar account, you will get the offline eKYC tab. Once you click on that tab you will move to the next page to mention the share code.



Create a Share Code of 4 Digits

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification. The details will contain Name, Address, Photo, Gender, DOB, hash of registered Mobile Number, hash of registered Email Address and reference id which contains last 4 digits of Aadhaar Number followed by time stamp in a digitally signed XML.

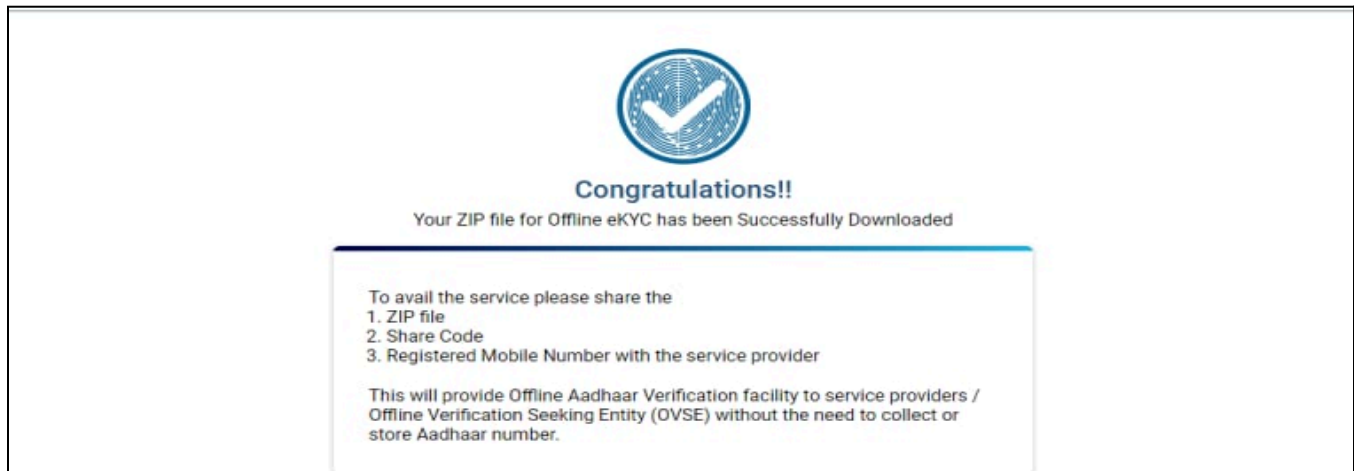
Create a Share Code

4 - Digits Share Code to be Created

A ZIP file containing your eKYC will be password protected using the Share Code. Upon clicking Download, the file will be downloaded on your device / desktop.

Back Download

Enter the share code and click the '**Download**' button to complete the Aadhaar zip file downloading process.



You will get a confirmation popup and the Aadhaar zip file will be successfully downloaded in your system.

Once you have uploaded the XML file and entered the Share Code, click the '**Validate**' button to proceed.

### ORDER STATUS

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

Order ID: OR264214437 Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → Application Form ← Prev Next →

Selected eKyc option: Offline Aadhaar XML [Change](#)

To download your offline aadhaar zip go here  
<https://myaadhaar.uidai.gov.in/offline-ekyc> [Help](#)

**Offline Aadhaar Zip file**  
 No file chosen

**Share Code**

**Aadhaar Registered Mobile**  
919xxxxxxxxx 1 [Validate](#)

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.



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: OR264214437 Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions [Verify PAN](#) Prev Next Help ?

Verify PAN

Name \*

SxxxxSxxxx

PAN \*

LXXXXXXXX

Date of Birth \*

XX-XX-XXXX

☐ Change name in order

Verify

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

### ORDER STATUS

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

Order ID: OR264214437 Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions [Verify Email](#) Prev Next

Verify Email

Email

test369@gmail.com

Change

OTP

Enter OTP

Verify

Get OTP



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

### ORDER STATUS

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

**Order ID: OR264214437**
Created on: Jun 21, 2024 10:49 AM

[Show Certificate and ekyc Details](#)

Pending Actions → Record Video
 ← Prev Next →

**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 can Record your video using
 

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

**Start Video 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 OR264214437

Please speak line below while recording video  
You can select your own language

English
Hindi

I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC 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 clicking on **‘Submit’** to complete the video recording confirmation.

### Record Video for DSC Order Id OR264214437

Please speak line below while recording video  
You can select your own language

English
Hindi

I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC with capricorn CA.

0:00

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.certificate.digital
- ➔ Remove https://www.capricorn.cash
- ➔ Refresh Browser and Try again to record video

Click on the **‘Continue to enrollment process’** to continue your DSC application.

Please speak line below while recording video  
You can select your own language

English
Hindi

I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC with capricorn CA.

Video Uploaded Successfully.


Continue to Enrollment process

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.cash
- ➔ Refresh Browser and Try again to record video

After recording your video, you can preview it by clicking on the **‘Play’** button after that click on **‘Submit’**. 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
Prev Next




**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 21-Jun-2024 11:58 AM

You can Record your video using

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



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
Prev Next Help ?

Shipping Address	Pending	Confirm
------------------	---------	---------

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
Prev Next Help ?

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 video recording, click on **“Submit Application Form”**.

ORDER STATUS

Certificate Completed
eKyc Completed
Documents Completed
Video Completed
Application Form\* Pending
Verification (Level -1) Waiting
Verification (Level -2) Waiting
eSign Waiting
Download Waiting

Order ID: OR264216437
Created on: Jun 21, 2024 10:49 AM
Show Certificate and ekyc Details Expand

Pending Actions → Application Form
Prev Next

CERTIFICATE DIGITAL
Individuals
ekyc & Digital Certificate
Registration Form
Form Id
OR264216437

Applicant Name
sagar sathi
Mobile
919289315801
Email
test369@gmail.com
PAN Number
eKyc Id
shin765@capricorn
Aadhaar
XXXX XXXX 0205

Class - 3 Sign Year - 2

Address
House No + 63 3 F.F. Gali No 13 Indira Park, Gandhi Nagar, East Delhi, Delhi, India - 110051

Town/City/District
State/Union Territory
PIN code
East Delhi
Delhi
110051

Documents Submitted
Video
Aadhaar Details

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: 21 Jun, 2024
Place: East Delhi

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
- Video**  
Completed
- Application Form** <sup>\*</sup>  
Completed
- Verification (Level -1)**  
Completed
- Verification (Level -2)**  
Completed
- Payment**  
Pending
- eSign**  
Waiting
- Download**  
Waiting

Order ID: OR264214437 Created on: Jun 21, 2024 10:49 AM

[Show Certificate and ekyc Details](#)

Pending Actions Make Payment Prev Next Help ?

#### Payment Summary

DSC Amount	₹ XXXX
USB Amount	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

[Need Help? Contact Us](#)

#### Choose A Payment Options

- Online Payment Gateway**  
Credit Card, Debit Card, Net Banking, UPI e.t.c
- Scan and Pay**  
UPI, QR Code, Phone Pay, Google Pay, PayTm e.t.c

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	OR264214437
Transaction ID	254xxxxxxxxxxxxxxxxxxx 7d3b
Payment Status	success
Amount	₹ XXXX /-
Name	sxxxx sxxxx
Mobile	919 1
Email	test369@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

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

Order ID: **OR264214437** Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details [Expand](#)

Pending Actions → eSign [Prev](#) [Next](#) | [Help ?](#)

*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 redirected to eSign.Digital to Sign the document

KYCID : **trhn765@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.

[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

[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: OR264214437

Name	SXXXX SXXXX
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	21-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<sup>®</sup>  
Identity Service Pvt. Ltd.
Repository
Download

Hey, SXXXX SXXXX !
Logout

Stay Updated On your Certificate Status

Approved DSC
In Process
Downloaded
Renewal
Others

Order ID: OR264214437

Name	SXXXX SXXXX
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	21-Jun-2024
Status	Download Pending


Download DSC
Form & Agreement
More Details

Well Done!  
eSign done successfully
OK
Cancel


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. If you want, you can change your download key too.

Order ID: OR264214437

Name	sagar sethi
Certificate name	Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)
Date & Time	21-Jun-2024
Status	Download Pending


Download your DSC Now

OrderID	OR264214437
Pin code	110092
Download Key	9JC97X8Y <a href="#">Update Download Key</a>



[Form & Agreement](#)
[More Details](#)

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