

Guidelines & Needed Documents to fill up Digital Signature Form

Proofs and checklist for the certificates with organization name

- ❖ Self attested recent Passport size Photo of applicant (1 no).
- ❖ Stamp sized photo not accepted
- ❖ Please mention the office address with pincode in the application form as per the proof
- ❖ Please mention the contact number and official mail id of the applicant in the application
- ❖ Please get the signature with seal from the head of the unit in Section 4(pls refer 1st page of the application form)
- ❖ Signature and address mentioned in the application form should match with the attached proofs. Mismatch of signature and address may cause to reject the application
- ❖ Self attestation is must on all proofs.
- ❖ All the proofs should be attested by the head of the unit with seal.
- ❖ Ensure all signatures including DSC applicant, attestation and authorization should be with blue-ink only and fill the complete application with blue ink.
- ❖ Government department applicants should attest there documents by senior or junior officers who are in Gazetted rank. All signatures including DSC applicant, attestation and authorization should be with blue-ink only
- ❖ Mobile No, Landline no \$ email id & self attestation (photo, declaration, attachments) of the applicant compulsory.

Applicant Id proof

- ❖ Govt id card with photograph and signature(recommended)
- ❖ Pan card
- ❖ Passport
- ❖ Driving License
- ❖ Bank passbook with applicant signature and attestation from the same banker

NOTE: any one proof from the above is enough

Applicant Residential Address proof

- ❖ Passport
- ❖ Driving License
- ❖ Voters id
- ❖ Aadhar card
- ❖ Latest bank statement attested by the banker
- ❖ Latest telephone bill
- ❖ Latest Electricity / water bill latest by 3months
- ❖ Ration card in which applicant photo is present.

NOTE: any one proof from the above is enough

Organization proof

- ❖ Govt. Id card is must. We can accept the govt id card as id and address proof of the applicant If it has the photograph, signature and residential address of the applicant.
- ❖ Letter of employment issued by HR Dept. can be accepted as address proof

NOTE: any one proof from the above is enough