



Version 1.0.0  
14 July, 2024

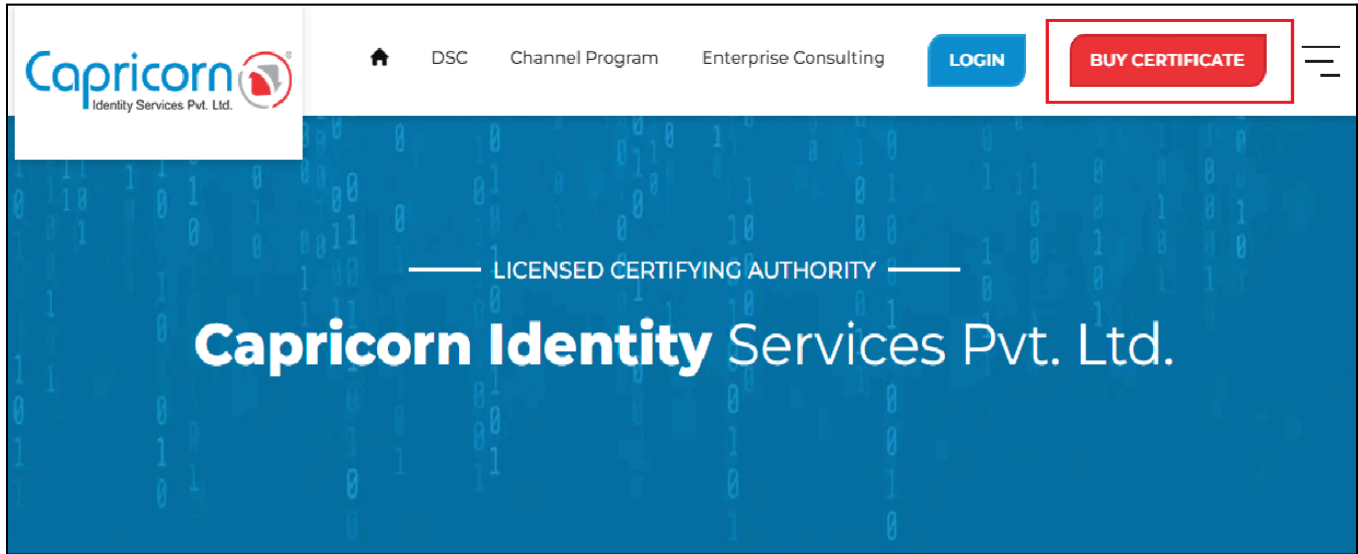
# FOREIGN- IND BASED DSC PROCEDURE

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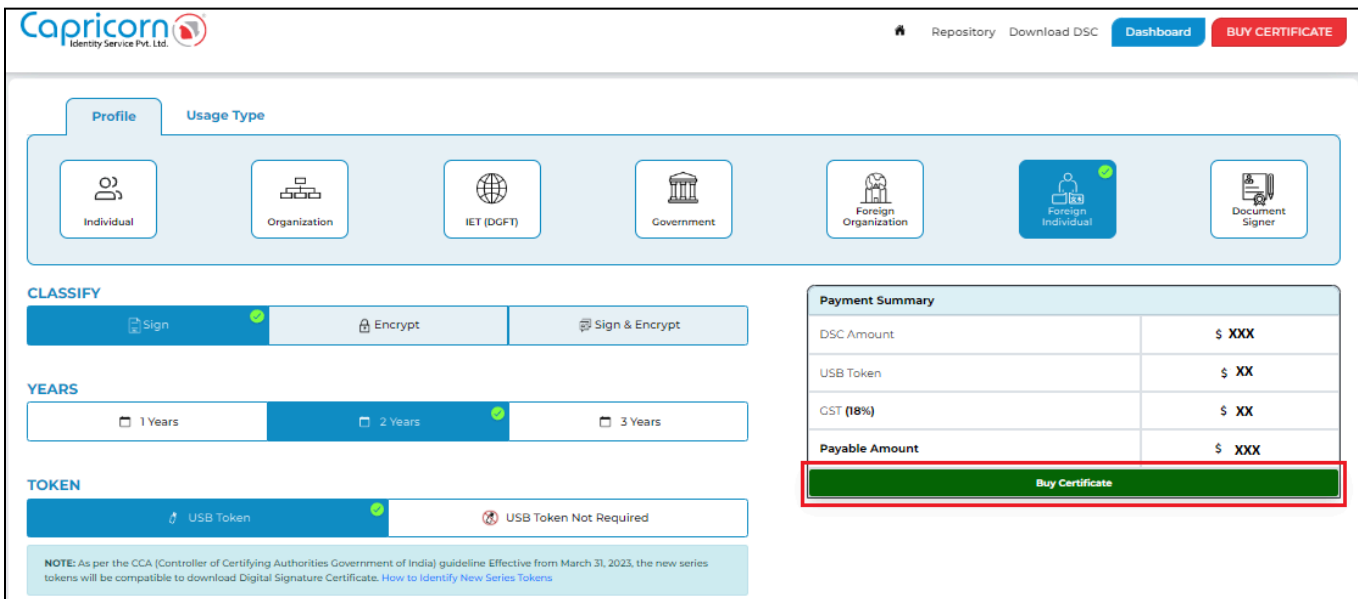
Capricorn Identity Services Pvt. Ltd.  
Licensed Certifying Authority (CA) under IT Act, 2000.

## 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**.



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.

### Personal & Address Details

**Name**  
 **Mobile with country code**

**Email**  
 **Email OTP**  
 **Get OTP**

**Address**

**Postal Code**  
 **Country**


**State**  
 **City**

**BP Referral Code ( Optional )**

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.

I'm not a robot 










### Payment Summary

Digital Signature (DSC)	\$ XXX
USB Token	\$ XX
GST (18%)	\$ XX
<b>Payable Amount</b>	<b>\$ XXX</b>

**CONTINUE TO DSC ENROLLMENT**

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


### 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: OR264215788** Created on: Jun 25, 2024 11:40 AM

[Show Certificate and ekyc Details](#) Expand

Pending Actions → Application Form ◀ Prev Next ▶▶ | Help ?

  
Paperless

  
Capricorn eKYC

**Instructions**

**Capricorn eKYC:**  
 If You Have an Approved e-Kyc Account  
 Login to Your e-Kyc Account And Apply for DSC  
 In video verification, the Applicant does not need to show any documents.

**NOTE:** For Pan Verification, the following four criteria must exactly match the details on the Income Tax portal:  
 a) PAN  
 b) Name on PAN  
 c) Date of Birth (DOB)



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 ?

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

**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 \* LXXXXXXXX

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

[Verify](#)

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

### ORDER STATUS

- Certificate Completed
- eKyc Completed
- Pan Verification Completed
- Photo Pending
- Mobile Verification Pending**
- 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 → Mobile Verification

Verify Mobile

Mobile Number 92XXXXXXXX [Change](#) OTP Enter OTP

[Verify](#) [Get OTP](#)

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 X 150px).

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 ◀ Prev Next ▶ | Help ?

**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.certificate.digital  
→ Remove https://www.capricorn.cash  
→ 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, Sxxxx sxxxx with video code 447 have applied for digital signature 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. 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 « Prev Next » | [Help ?](#)

Shipping Address	Pending	<b>Confirm</b>
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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 « 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 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 Created on: Jun 25, 2024 10:40 AM

Show Certificate and eKyc Details Expand

Pending Actions → Application Form

**CERTIFICATE DIGITAL** Foreign Individual  
eKyc & Digital Certificate Registration Form

Form ID: OR264215788

Applicant Name: s.XXXXXXXXXX Mobile: 999XXXXXXX  
Email: test676@gmail.com PAN Number: LXXXXXXXXX  
eKyc ID: mkmk35@capricorn

Class - 3  Sign  Year - 2

**Address**  
shc 1233  
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 ⏪ Prev Next ⏩ | [Help ?](#)

#### Payment Summary

DSC Amount	\$ XXX
USB Amount	\$ XX
GST (18%)	\$ XX
<b>Payable Amount</b>	<b>\$ XXX</b>


Need Help? [Contact Us](#)

#### Choose A Payment Options

📄 Online Payment Gateway  
Credit Card, Debit Card, Net Banking, UPI etc.

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	aXXXXX 3@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

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

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

KVC 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. Repository Downk

Well Done! eSign done successfully OK Cancel

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.

Capricorn Identity Service Pvt. Ltd. Repository Download DSC BUY CERTIFICATE

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	Download Pending

Download your DSC Now

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

[Download DSC](#)

[View & Agree](#) [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](#)'