

# INDIVIDUAL

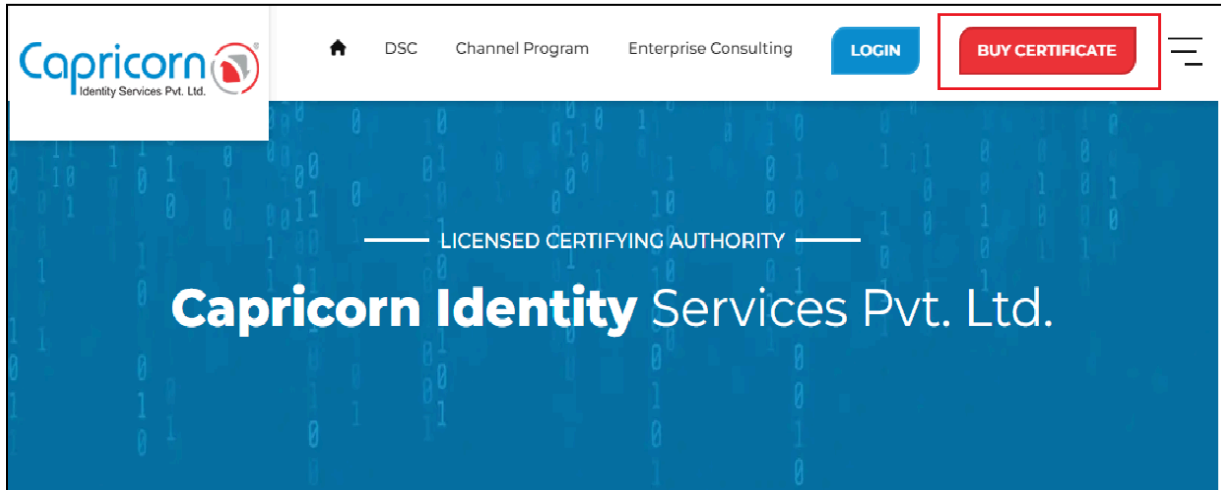
## Offline Aadhaar Based DSC Procedure

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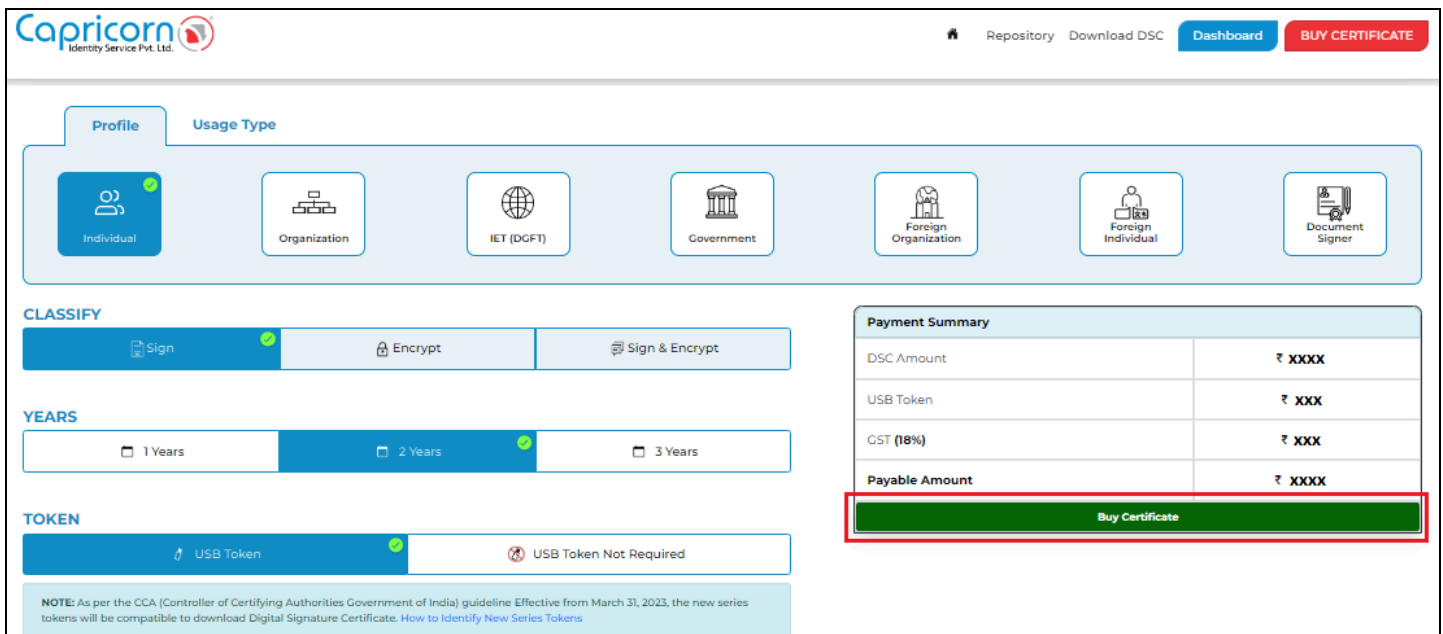
Capricorn Identity Services Pvt. Ltd.  
Licensed Certifying Authority (CA) under IT Act, 2000.

## 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**.



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.

Individuals

Class - 3 Sign valid for 2 Year DSC . (IND, Paperless)

Sign
2 Year
USB Token

CHANGE

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Personal & Address Details

**Name**

**Mobile with country code**

**Email**

**Mobile 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)	₹ XXXX
USB Token	₹ XXX
GST (18%)	₹ XXX
<b>Payable Amount</b>	<b>₹ XXXX</b>

**CONTINUE TO DSC ENROLLMENT**

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

**ORDER STATUS**

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 no. 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 L1 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 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.

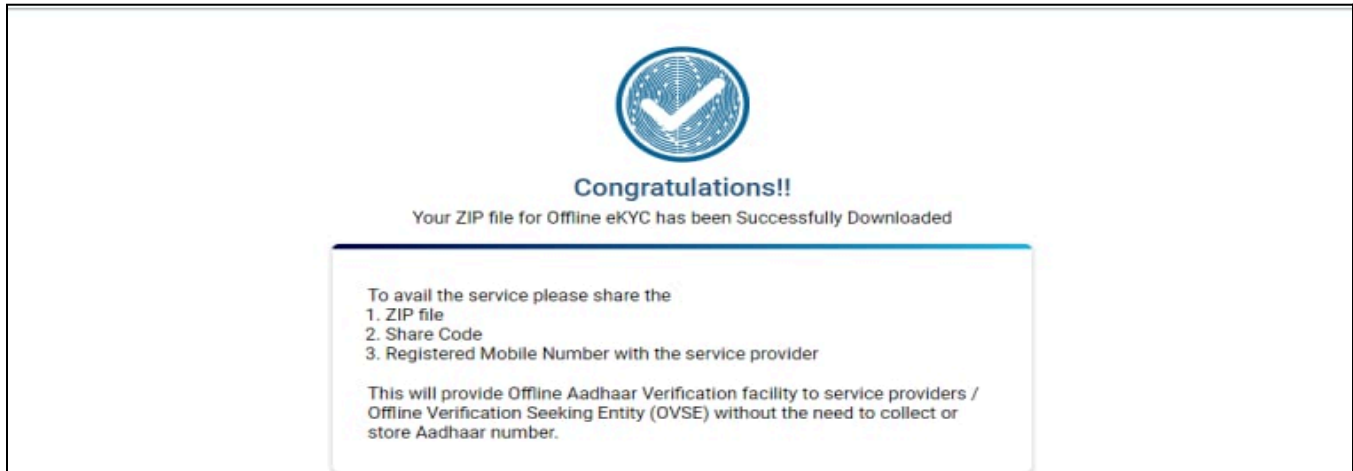
**Login**  
Login with Aadhaar and OTP

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

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.

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.

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

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  
Choose File No file chosen

Share Code  
Share Code

Aadhaar Registered Mobile  
919xxxxxxx1

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 \***

**PAN \***

**Date of Birth \***

Change name in order

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**

**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 [Expand](#)

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.

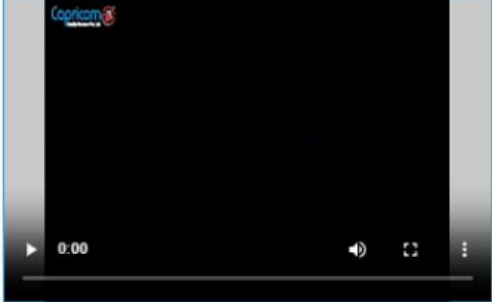
After recording your video, You have to preview it by clicking on the **'Play Video'** button and clicking on **'Submit'** to complete the video recording confirmation.

### 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.*



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.*

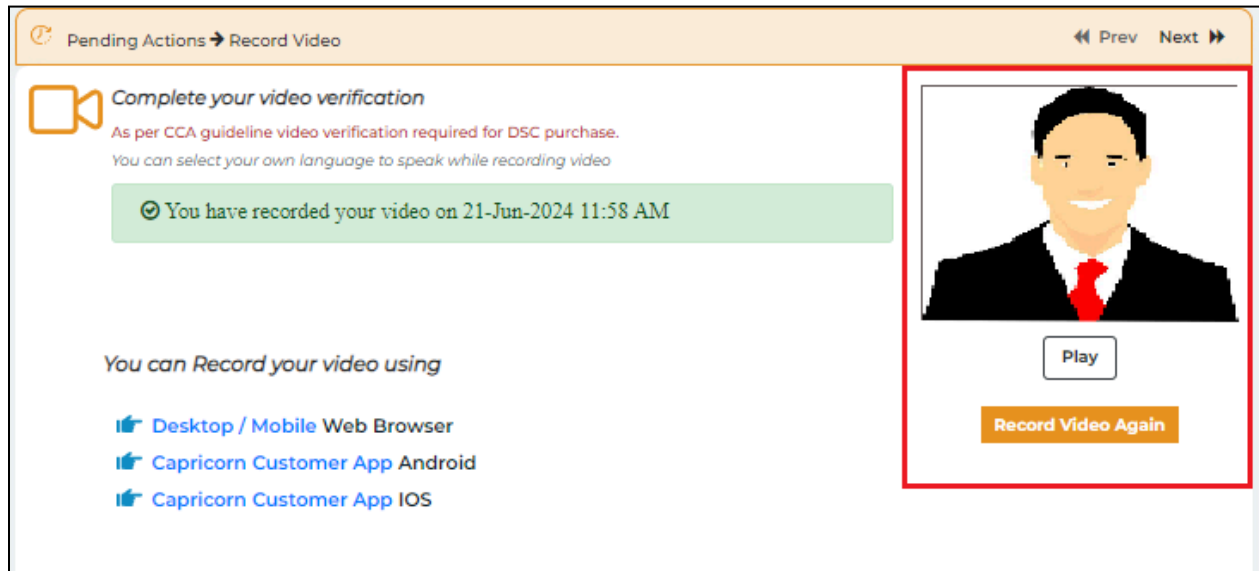


Video Uploaded Successfully.

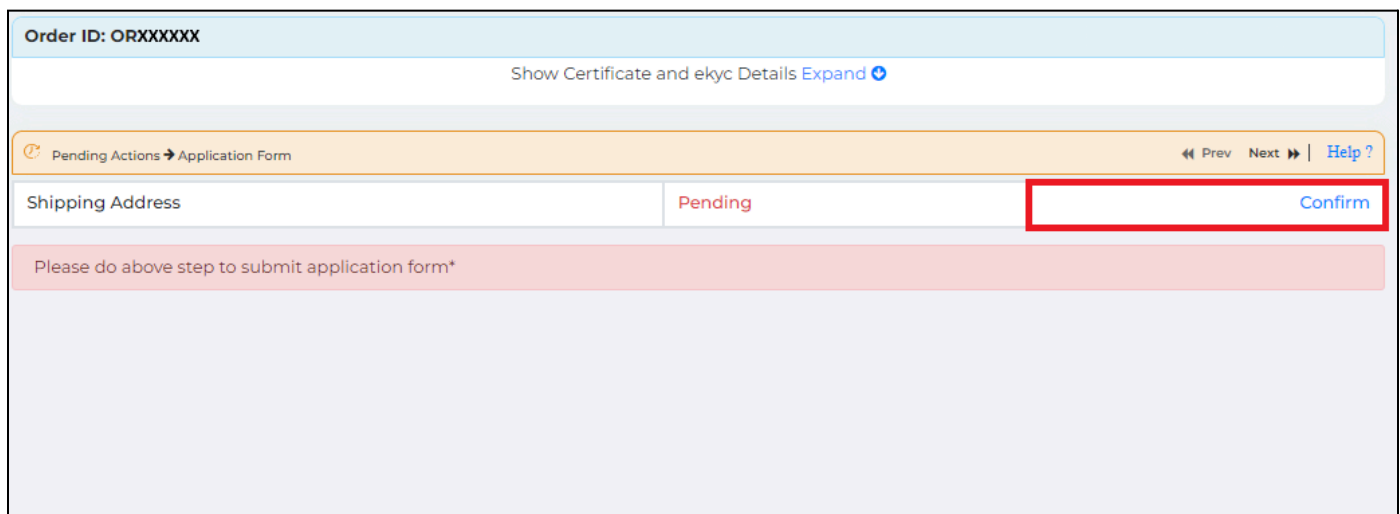
Continue to Enrollment process

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.



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 and Submit”** button.

Pending Actions → Update Shippings ← Prev Next → | Help ?

*Update Shippings*

Name:  Mobile with country code:

Flat, House no., Building, Company, Apartment:  Area, Street, Sector, Village:

Landmark:  Postal Code (PIN):

Country:  State:

City:

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**

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

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

Pending Actions → Application Form ← Prev Next →

**CERTIFICATE DIGITAL** Individuals Form Id: OR264214437  
ekyc & Digital Certificate Registration Form

Applicant Name: sagar sothi Mobile: 979289315801  
 Email: test369@gmail.com PAN Number: \_\_\_\_\_  
 eKyc Id: srm765@capricorn Aadhaar: xxxxxx 0205

Class - 3  Sign  Year - 2

**Address**

House No a 63 3 F.F. Gali No 13 index Park, Gandhi Nagar, East Delhi, Delhi, India - 110051

Town/City/District: East Delhi State/Union Territory: Delhi PIN code: 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\***  
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](#) [Expand](#)

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	254xxxxxxxxxxxxxxxxxxxx 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**

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](#)

Progress List:

- Certificate Completed ✓
- eKyc 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

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: 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 Identity Service Pvt. Ltd. Repository Download Logout

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 <input type="button" value="Update Download Key"/>

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