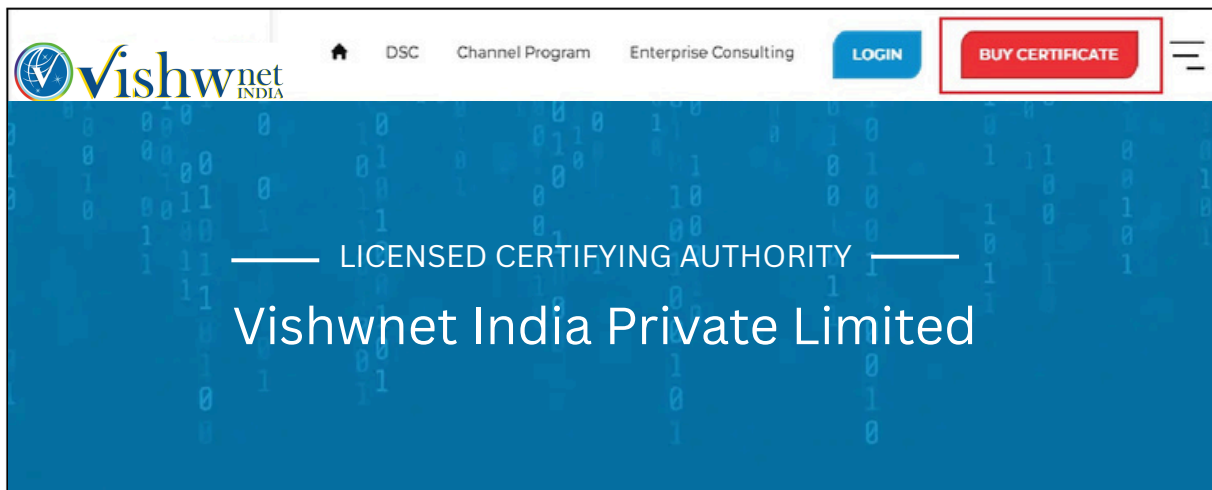


INDIVIDUAL OFFLINE AADHAAR BASED DSC PROCEDURE

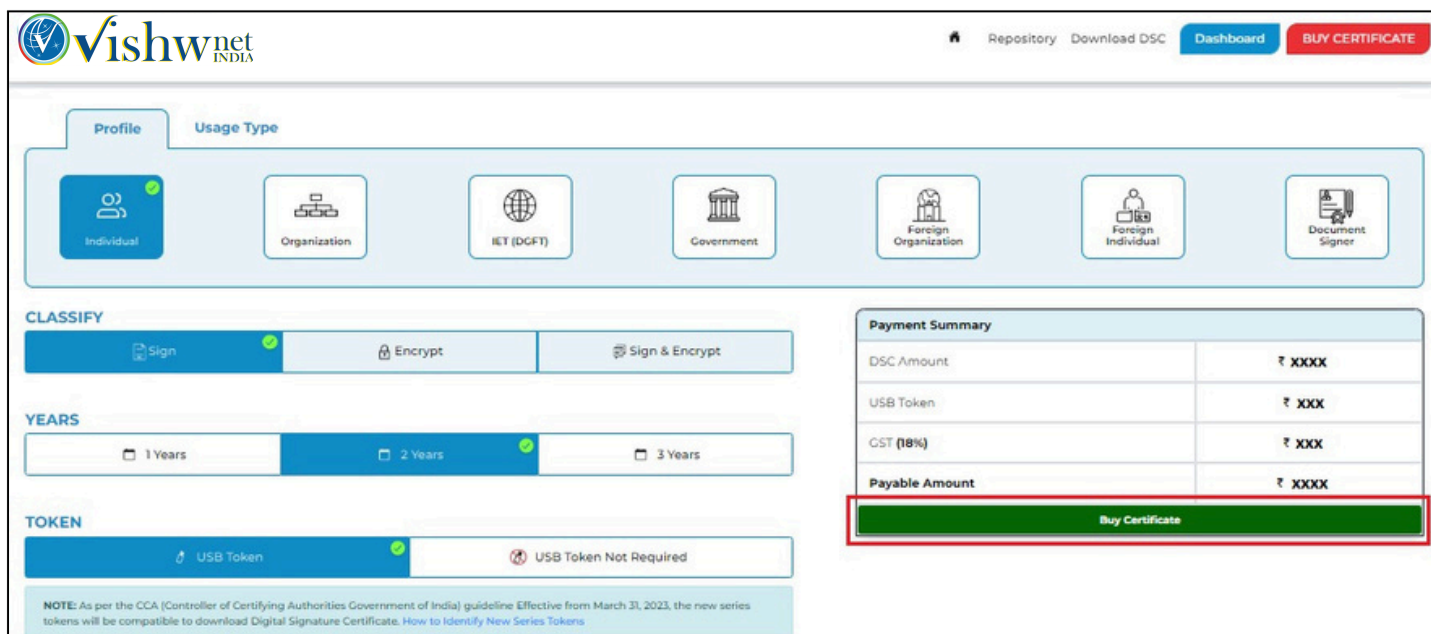
11-Apr-2025
Version 1.1.1

INDIVIDUAL - OFFLINE AADHAAR-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
Payable Amount	₹ XXXX

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 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).

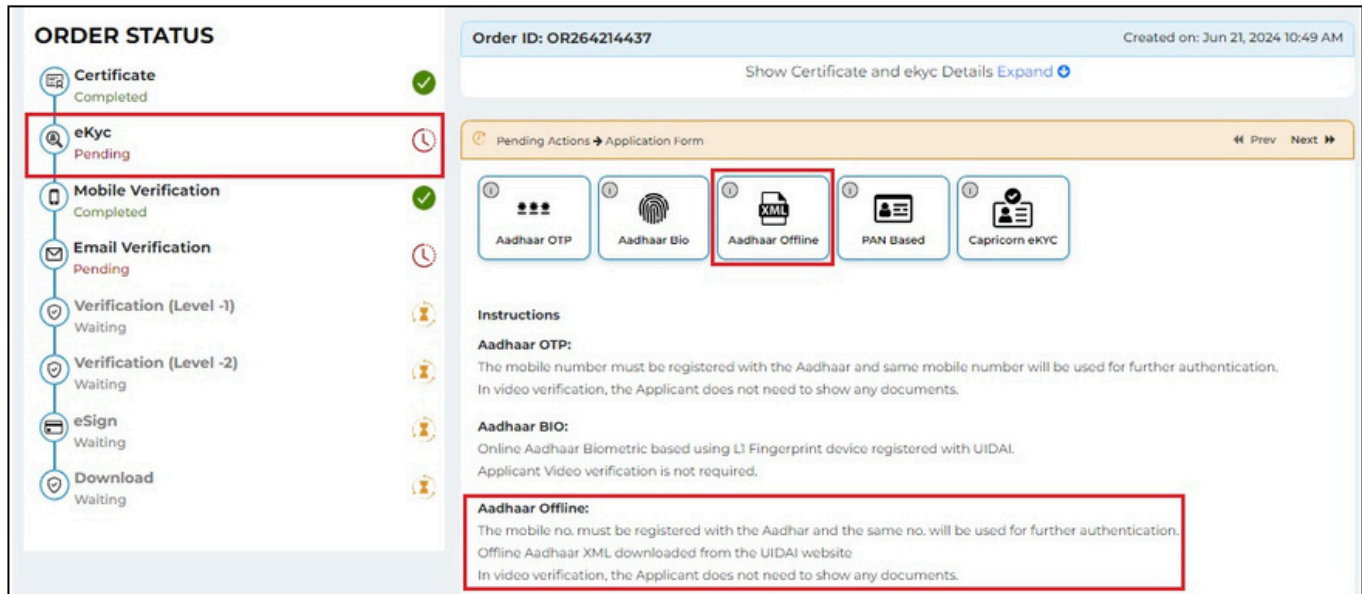
Select the '**Terms of Services**' and '**I'm not a robot**' checkboxes. Click '**Continue to DSC Enrollment**' to proceed.

Personal & Address Details	
Name <input type="text"/>	Mobile with country code <input type="text"/>
Email <input type="text"/>	Mobile OTP <input type="text"/>
Address <input type="text"/>	<input type="button" value="Get OTP"/>
Postal Code <input type="text"/>	Country <input type="text" value="India"/>
State <input type="text"/>	City <input type="text"/>
BP Referral Code (Optional) <input type="text" value="00000000"/>	Remark (Optional) <input type="text"/>
<input type="checkbox"/> I accept the Terms of Service, and I want to proceed	
<small>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.</small>	
<small>Note: If you want to proceed with the offline Aadhar eKYC process, please use the mobile number registered with Aadhar for authentication.</small>	
<input type="checkbox"/> I am not a robot	

Payment Summary	
Digital Signature (DSC)	₹ XXXX.XX
Assistance Services	₹ XXXX.XX
CST (18%)	₹ XXXX.XX
Payable Amount	₹ XXXX.XX

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

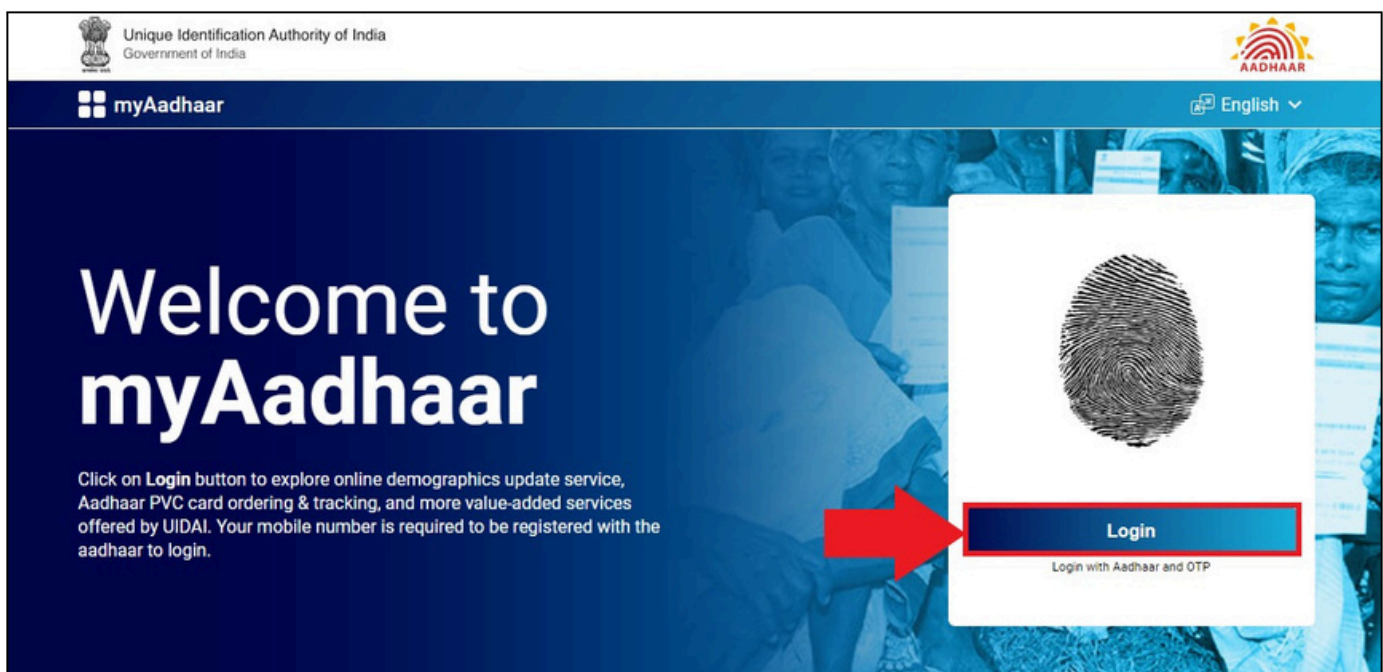
Aadhaar OTP:
The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

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 Aadhaar 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

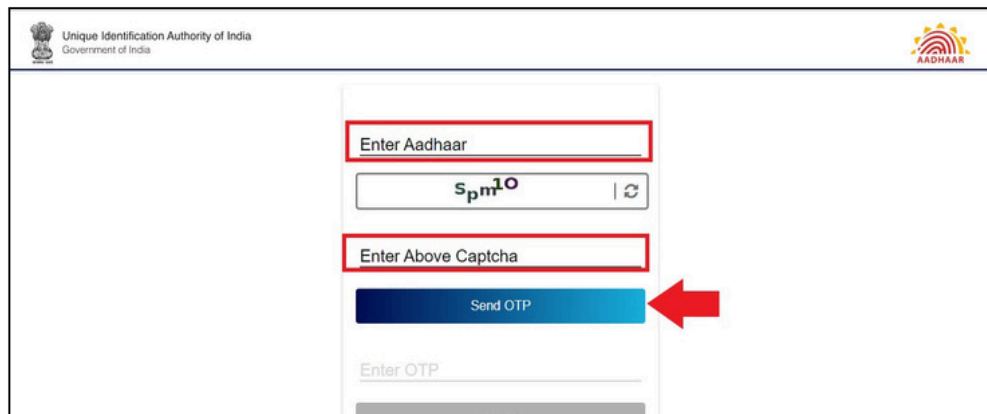
Welcome to myAadhaar

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

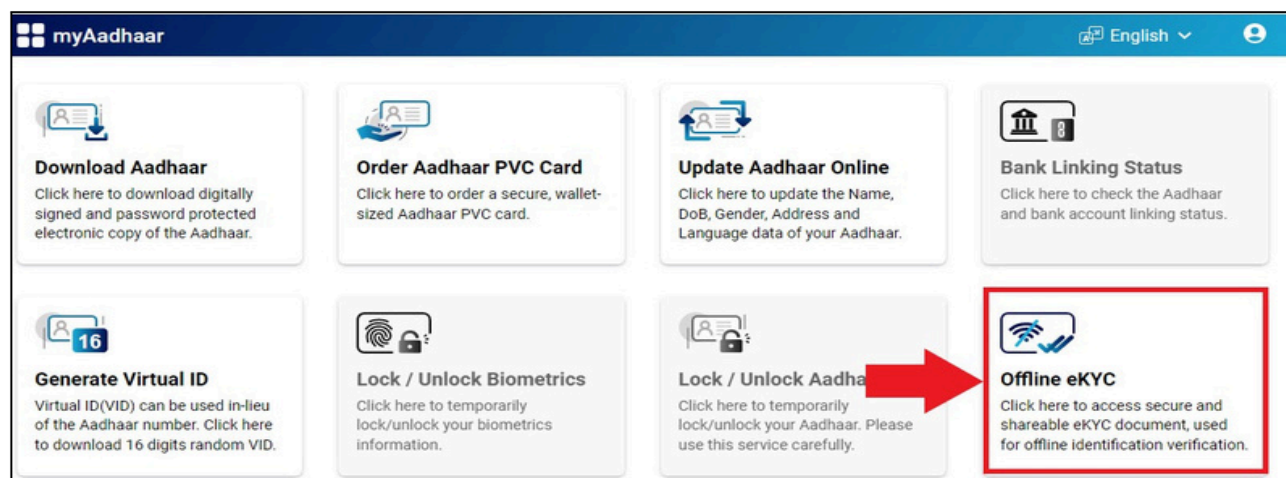
Login with Aadhaar and OTP

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



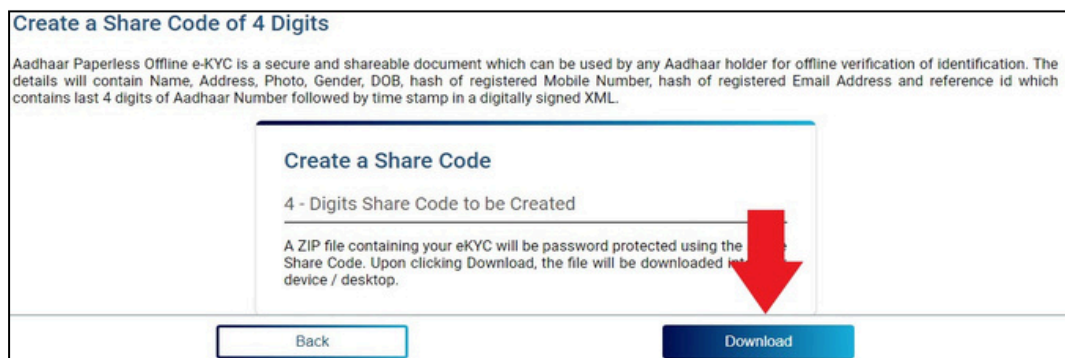
The image shows the login page of the Unique Identification Authority of India (Government of India). It features a central form with the following fields and buttons: 'Enter Aadhaar' (text input), 'Spm10' (password input with a refresh icon), 'Enter Above Captcha' (text input), 'Send OTP' (blue button), and 'Enter OTP' (text input). A red arrow points to the 'Send OTP' button.

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



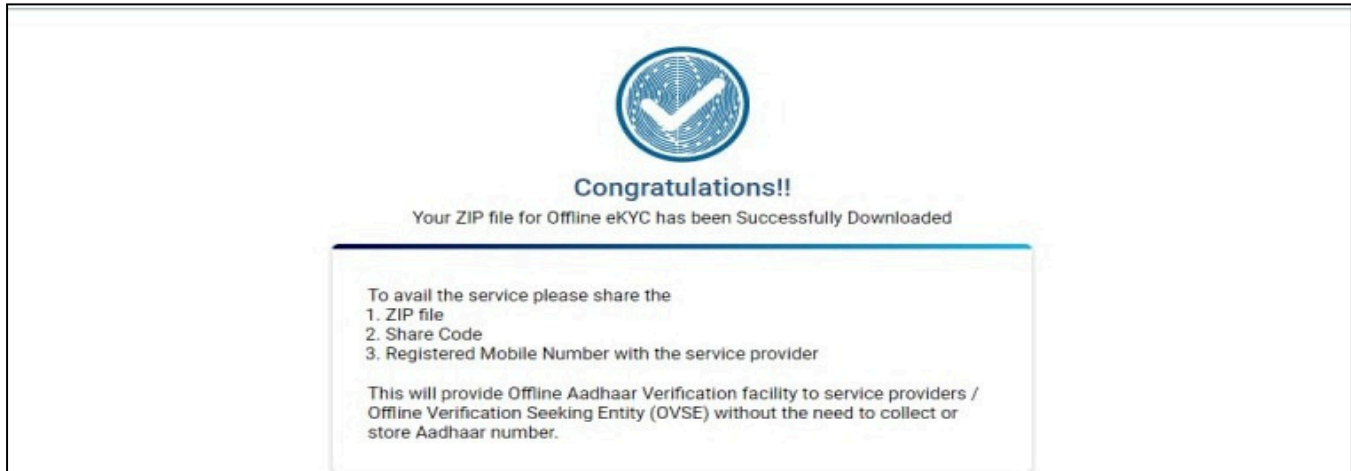
The image shows the 'myAadhaar' dashboard with various service tiles. The tiles include: 'Download Aadhaar', 'Order Aadhaar PVC Card', 'Update Aadhaar Online', 'Bank Linking Status', 'Generate Virtual ID', 'Lock / Unlock Biometrics', 'Lock / Unlock Aadhaar', and 'Offline eKYC'. A red arrow points to the 'Offline eKYC' tile, which is highlighted with a red border.

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 enter the share code.



The image shows the 'Create a Share Code of 4 Digits' page. It contains a text box for the share code, a 'Back' button, and a 'Download' button. A red arrow points to the 'Download' button. The page also includes a description of the Aadhaar Paperless Offline e-KYC process.


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





You will get a confirmation pop-up, and the Aadhaar zip file will be successfully downloaded onto 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: OR264214437Created on: Jun 21, 2024 10:49 AM

Show Certificate and ekyc Details Expand

Pending Actions → Application FormPrevNext

Selected eKyc option: Offline Aadhaar XMLChange

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

Offline Aadhaar Zip file
Choose FileNo file chosen

Share Code
Share Code

Aadhaar Registered Mobile
919xxxxxxxxx1Validate

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.

Pending Actions → Application Form

← Prev

Next →

Name Sxxxx Sxxxx	PAN (Mandatory for Income Tax usage) PAN
Date of Birth xx - xx - 2XXXX	Mobile with country code 919XXXXXXXXX
Email test369@gmail.com	Gender Male
Address House xx Delhi, Delhi, India - 1xxxx1	
Postal Code (PIN) 1 xxxx1	Country India
State Delhi	City xxxx Delhi
eKYC ID KYC ID @capricorn	eKYC PIN KYC PIN
Aadhaar Number XXXX	

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: 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 [Change](#) **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

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 verify your identity and link 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

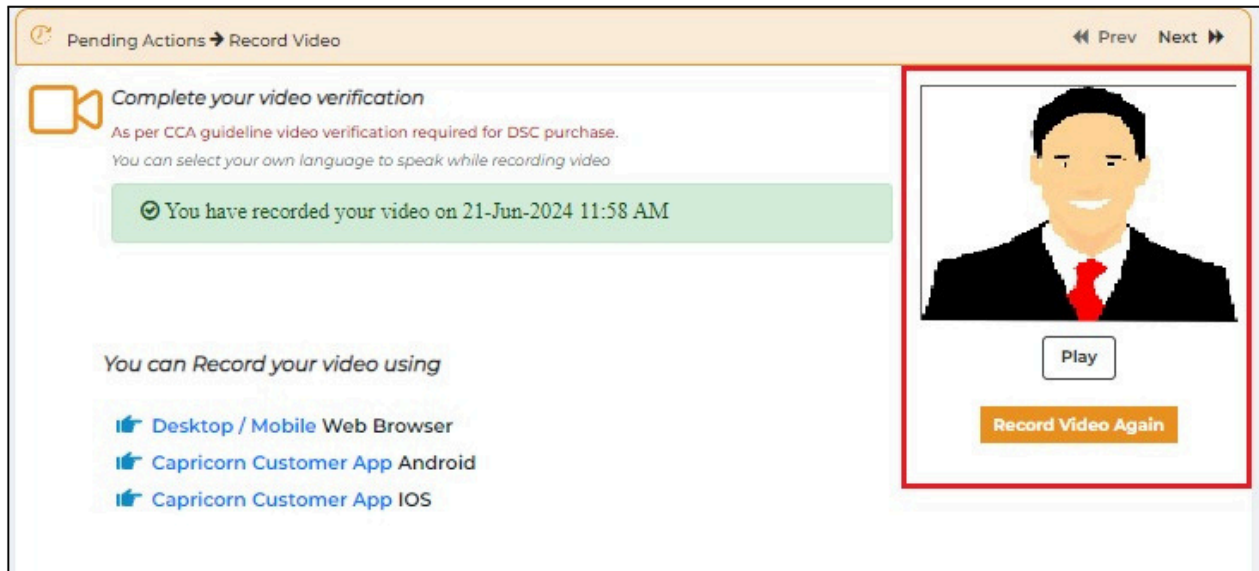
I, sxxxx sxxxx with video code 691 have applied for digital signature and eKYC with capricorn CA.

Video Uploaded Successfully.

Continue to Enrollment process

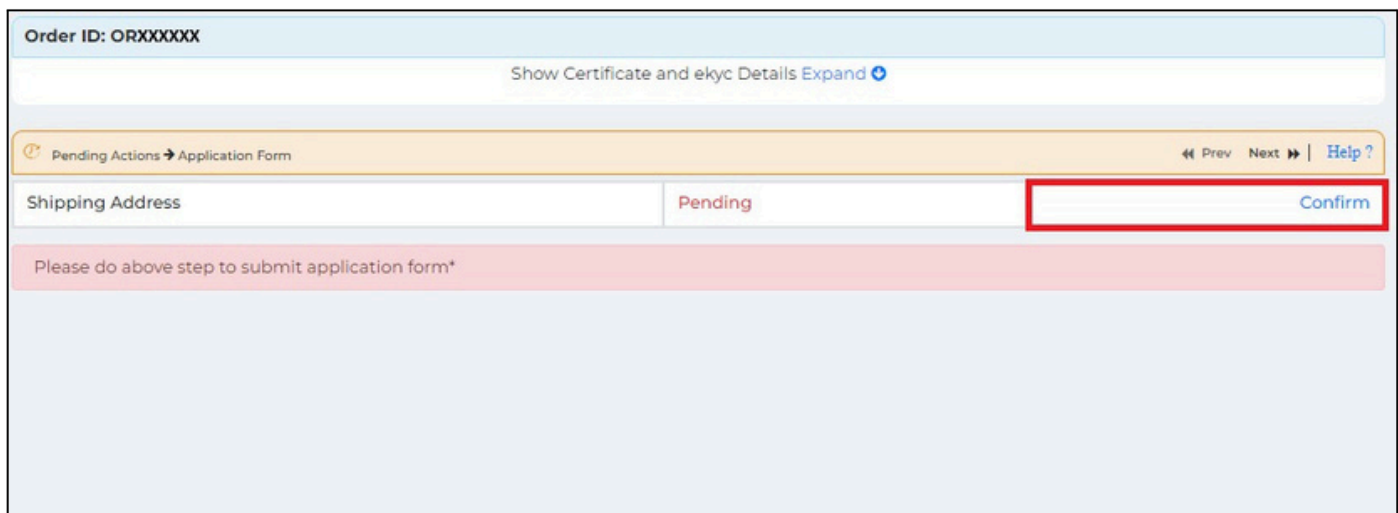
If you unable to record clear video or your video preview not showing, then try to reset your camera permission, Go to
→ Browser > Settings > Privacy and Policy > Site Settings > Camera >
→ Remove <https://secure.certificate.digital>
→ Remove <https://www.capricorn.cash>
→ Refresh Browser and Try again 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.



The screenshot shows a web interface for video verification. At the top, a navigation bar includes a clock icon, the text "Pending Actions → Record Video", and navigation links "Prev" and "Next". The main content area is titled "Complete your video verification" and includes instructions: "As per CCA guideline video verification required for DSC purchase. You can select your own language to speak while recording video". A green status box indicates "You have recorded your video on 21-Jun-2024 11:58 AM". Below this, a section titled "You can Record your video using" lists three options: "Desktop / Mobile Web Browser", "Capricorn Customer App Android", and "Capricorn Customer App IOS". On the right, a video preview window shows a man in a suit and red tie. Below the preview are two buttons: a "Play" button and a "Record Video Again" button. The "Record Video Again" button is highlighted with a red border.

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.



The screenshot shows a web interface for the application form. At the top, a navigation bar includes a clock icon, the text "Pending Actions → Application Form", navigation links "Prev", "Next", and "Help ?". Below the navigation bar, there is a section for "Shipping Address" with a "Pending" status and a "Confirm" button. The "Confirm" button is highlighted with a red border. Below this, a pink banner reads "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
eKyc & Digital Certificate
Registration Form

Form Id
OR264216437

Applicant Name sagar sahil
Email test369@gmail.com
eKyc ID shv789@capricorn
Mobile 919280375801
PAN Number
Aadhaar xxxx xxxx 0205

Class - 3 Sign Year - 2

Address
House No:43 T F R, Gali No 17 Indira Park, Gandhi Nagar, Post Delhi, Delhi, India - 110001

Town/City/District East Delhi State/Union Territory Delhi PIN code 110001

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
Payable Amount	₹ XXXX

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. [>](#)

Need Help? [Contact Us](#)

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

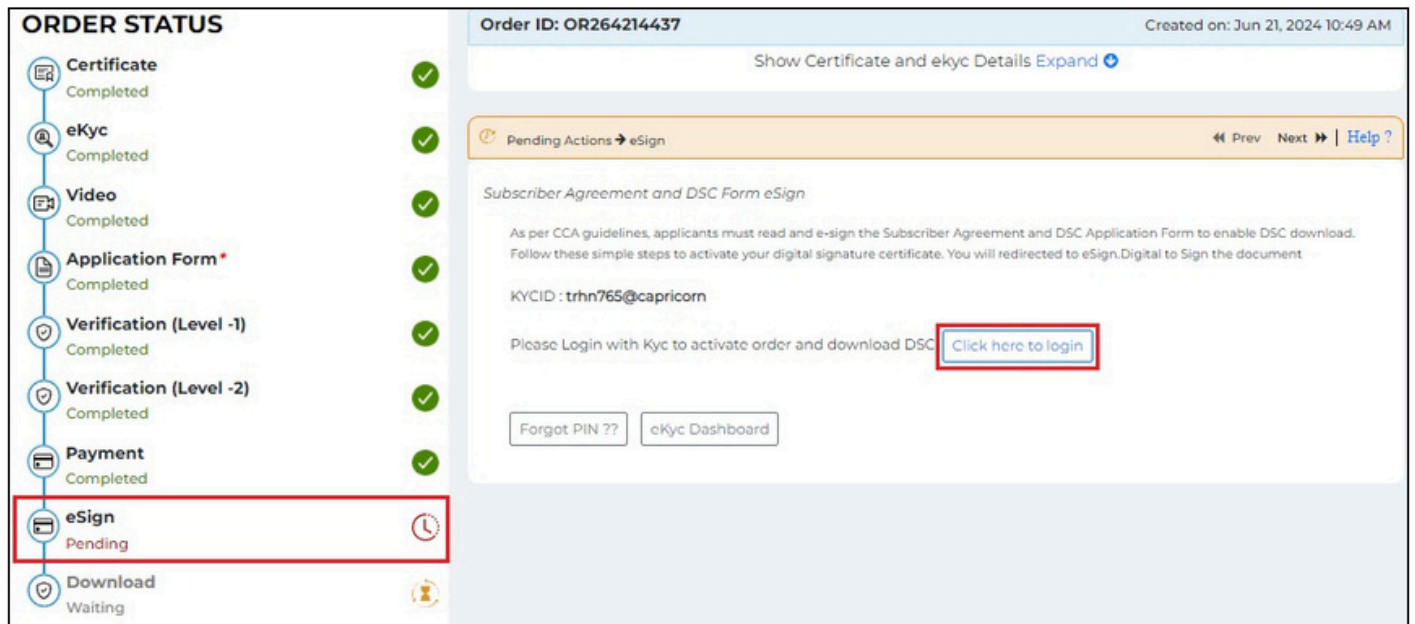
Order ID	OR264214437
Transaction ID	254xxxxxxxxxxxxxxxxxxx 7d3b
Payment Status	success
Amount	₹ XXXX /-
Name	SXXXX SXXXX
Mobile	919 1
Email	test369@gmail.com

CONTINUE TO DSC ENROLLMENT

Note: Invoice will be generated and send to registered email & mobile

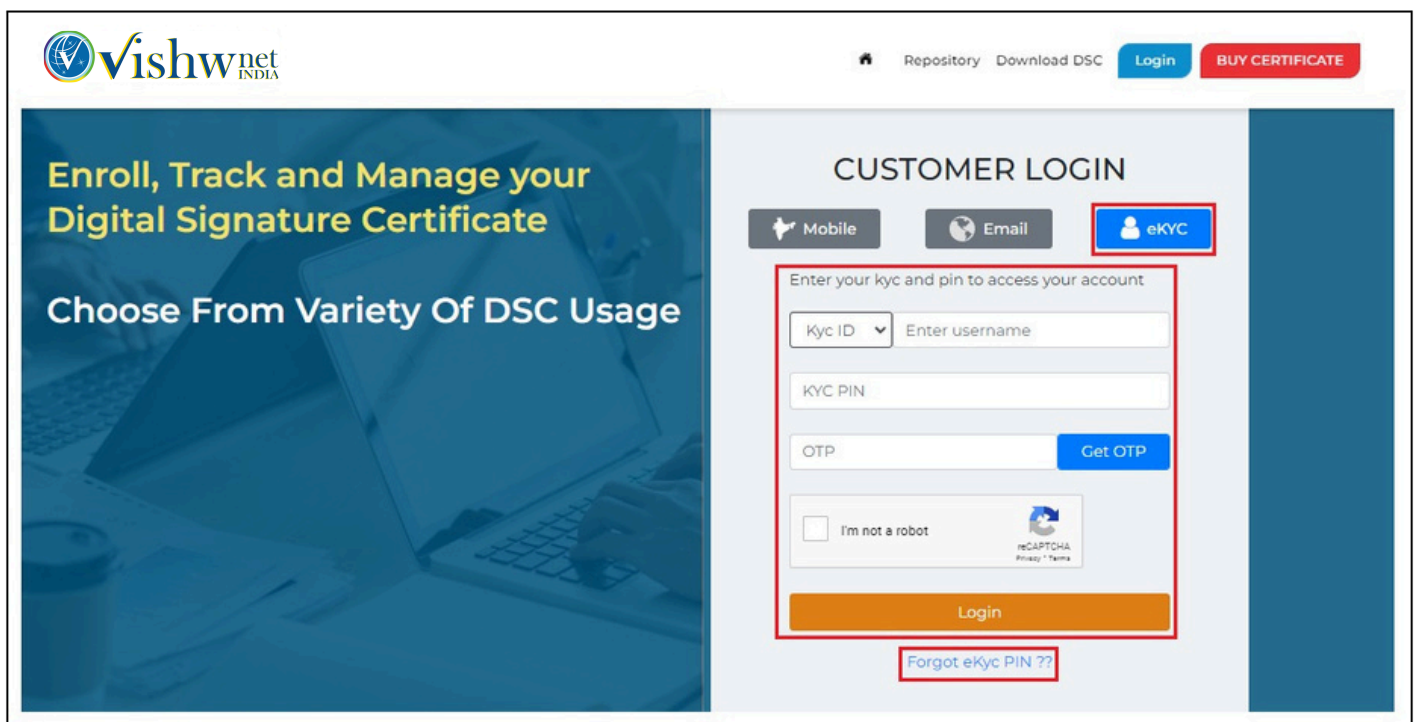
After the payment, you need to eSign your **'Subscriber Agreement'**.

As shown in the screenshot below, click on the **'Click here to login'** link to continue.



The screenshot displays the 'ORDER STATUS' page for Order ID: OR264214437, created on Jun 21, 2024 at 10:49 AM. The left sidebar lists the order steps: Certificate (Completed), eKyc (Completed), Video (Completed), Application Form* (Completed), Verification (Level -1) (Completed), Verification (Level -2) (Completed), Payment (Completed), eSign (Pending), and Download (Waiting). The 'eSign' step is highlighted with a red box and a clock icon. The main content area shows 'Pending Actions → eSign' with navigation links 'Prev', 'Next', and 'Help?'. Below this, it states 'Subscriber Agreement and DSC Form eSign' and provides instructions for activation. The KYCID is trhn765@capricorn. A 'Click here to login' link is highlighted with a red box. Other links include 'Forgot PIN ??' and 'eKyc Dashboard'.

You will need to log in using your eKYC credentials.



The screenshot shows the 'CUSTOMER LOGIN' page. On the left, a banner reads 'Enroll, Track and Manage your Digital Signature Certificate' and 'Choose From Variety Of DSC Usage'. The right side features a login form with tabs for 'Mobile', 'Email', and 'eKYC' (highlighted with a red box). The form prompts the user to 'Enter your kyc and pin to access your account' and includes fields for 'Kyc ID', 'Enter username', 'KYC PIN', and 'OTP'. A 'Get OTP' button is next to the OTP field. Below the fields is a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A large orange 'Login' button is at the bottom of the form, which is also highlighted with a red box. A link for 'Forgot eKyc PIN ??' is located below the login button. The top navigation bar includes links for 'Repository', 'Download DSC', 'Login', and 'BUY CERTIFICATE'.

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.

 Repository Download

Well Done!
eSign done successfully
OK Cancel

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

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	9JC97XBY	Update Download Key

[Download DSC](#)

[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](#)'.