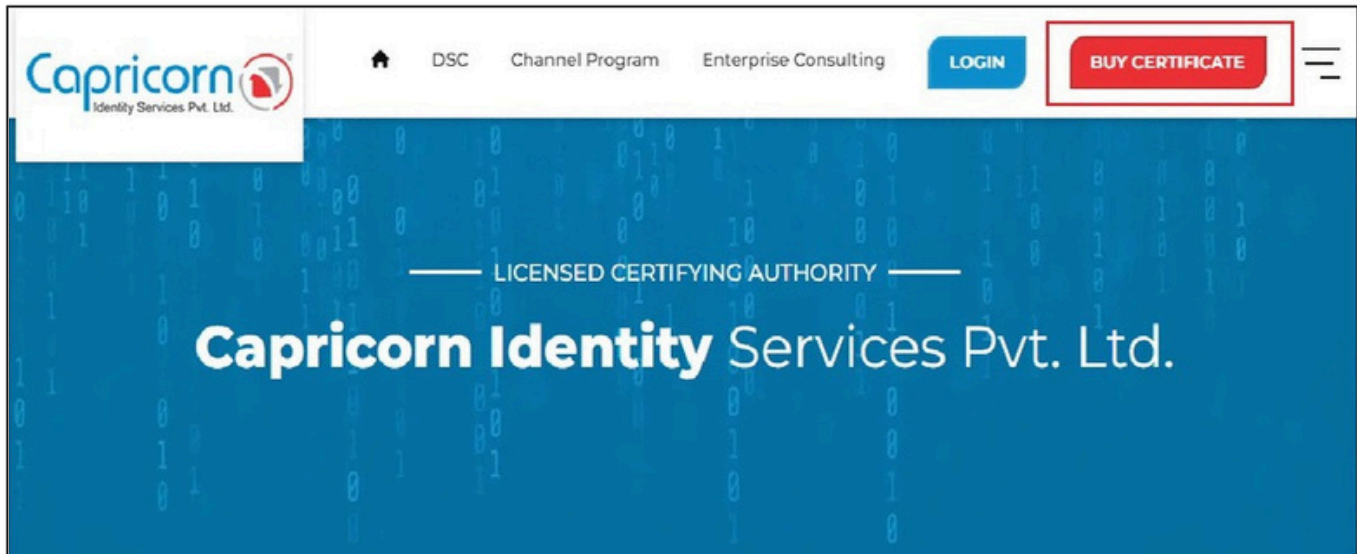


FOREIGN - IND BASED DSC PROCEDURE

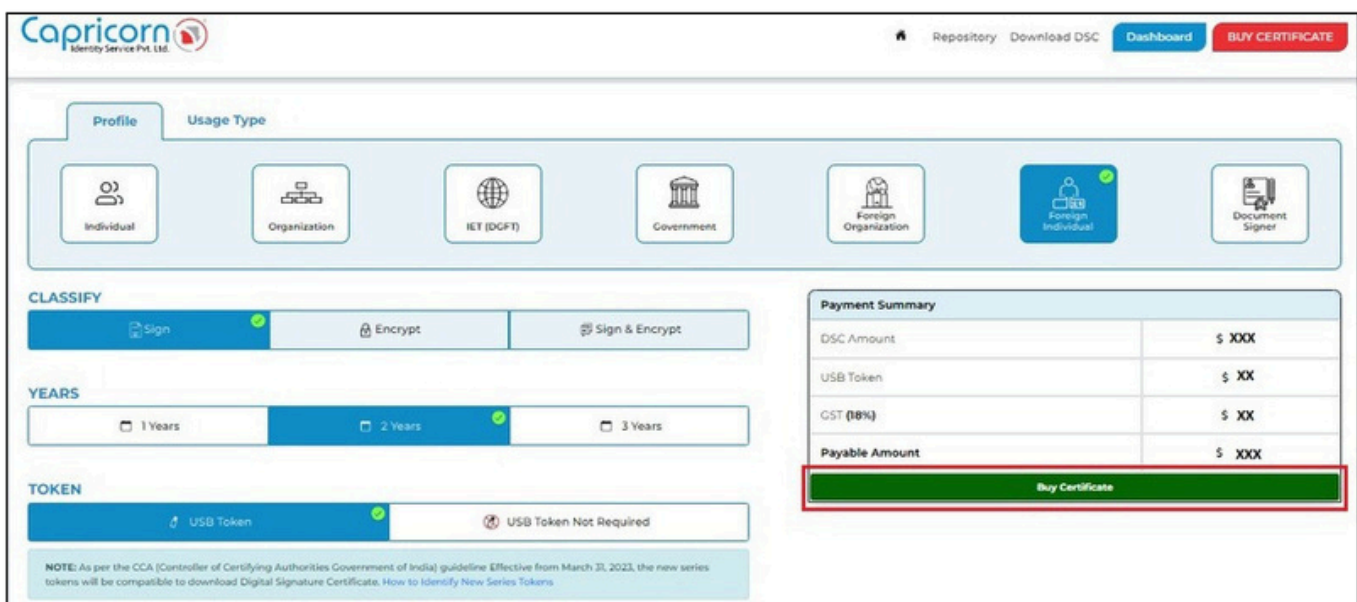
11-Apr-2025
Version 1.1.1

FOREIGN - IND BASED DSC PROCEDURE

Navigate to the [Capricorn website](#) and select the 'Buy Certificate' option to begin the DSC purchase process.

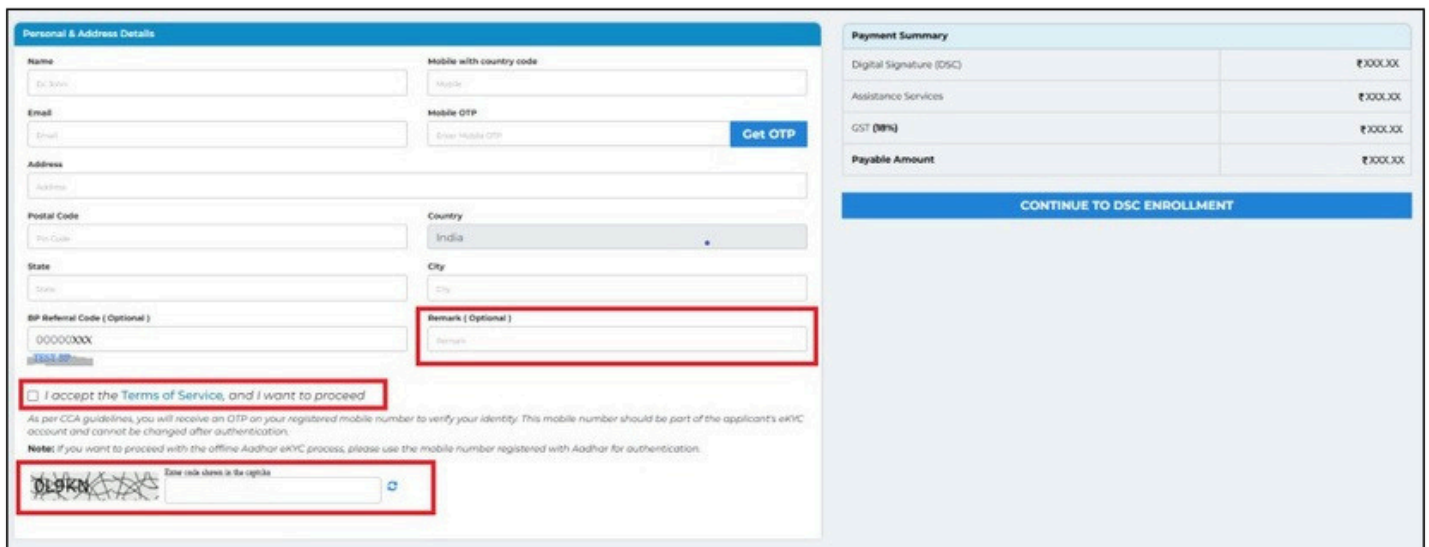


Choose the type of **DSC** you wish to purchase from the product selection options. After selecting the **Foreign Individual DSC** type, click on the 'Buy Certificate' tab. If you want **TOKEN** with your DSC, you need to choose **TOKEN**, else, you can select **USB TOKEN NOT REQUIRED**.



Fill in your 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: Mobile with country code:

Email: Mobile OTP: **Get OTP**

Address:

Postal Code: Country:

State: City:

BP Referral Code (Optional): Remark (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.

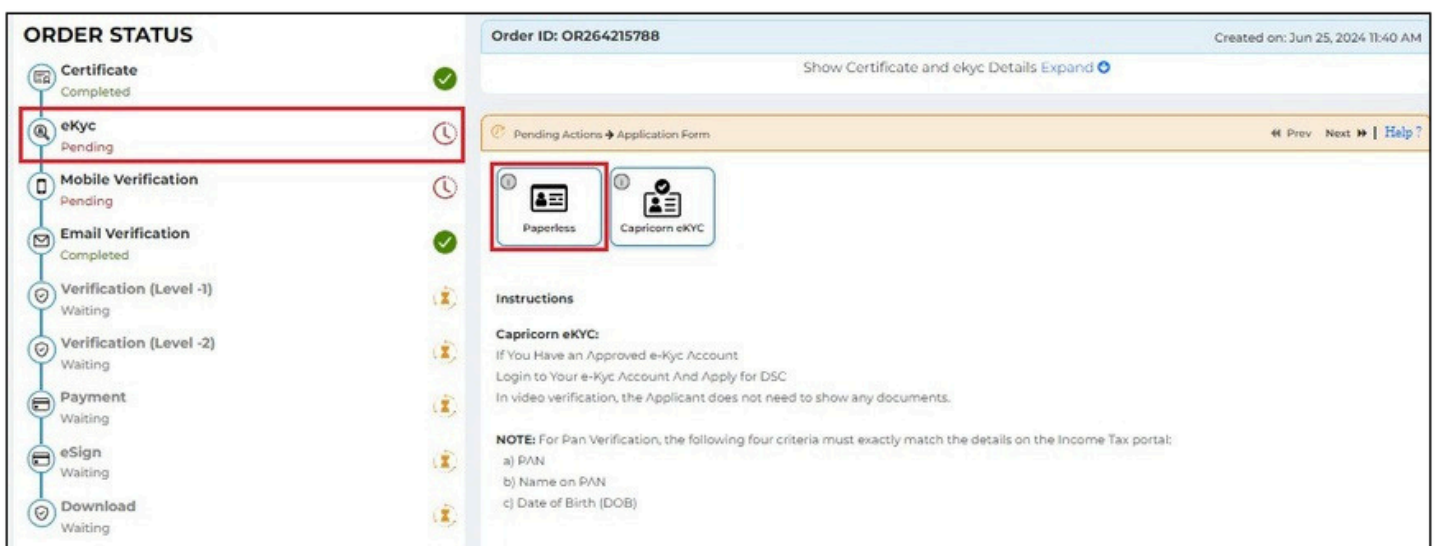
DL9KN

Payment Summary

Digital Signature (DSC)	₹1000.00
Assistance Services	₹1000.00
GST (9%)	₹1000.00
Payable Amount	₹3000.00

CONTINUE TO DSC ENROLLMENT

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



ORDER STATUS

Order ID: OR264215788 Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details Expand

Pending Actions → Application Form

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

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 your eKYC ID & eKYC pin:

- eKYC ID should be set according to the customer name with more numbers or letters to make it distinct.
- eKYC pin is a six-digit pin 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 ?](#)

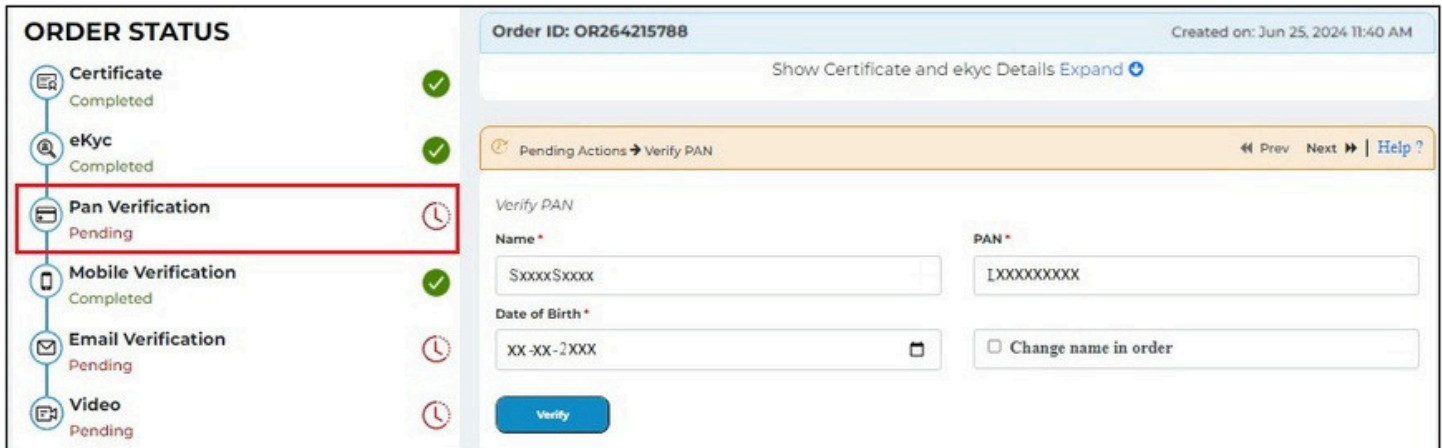
Name <input type="text" value="Sxxxx Sxxxx"/>	PAN (Mandatory for Income Tax usage) <input type="text" value="PAN"/>
Date of Birth <input type="text" value="dd-mm-yyyy"/>	Mobile with country code <input type="text" value="+192xxxxxxxx"/>
Email <input type="text" value="test676@gmail.com"/>	Gender <input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

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.

If you have mentioned your PAN number, you must verify your **NAME** and **DATE** of Birth as per your PAN/NSDL Data.



ORDER STATUS

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

DATE OF BIRTH * XX-XX-2XXX

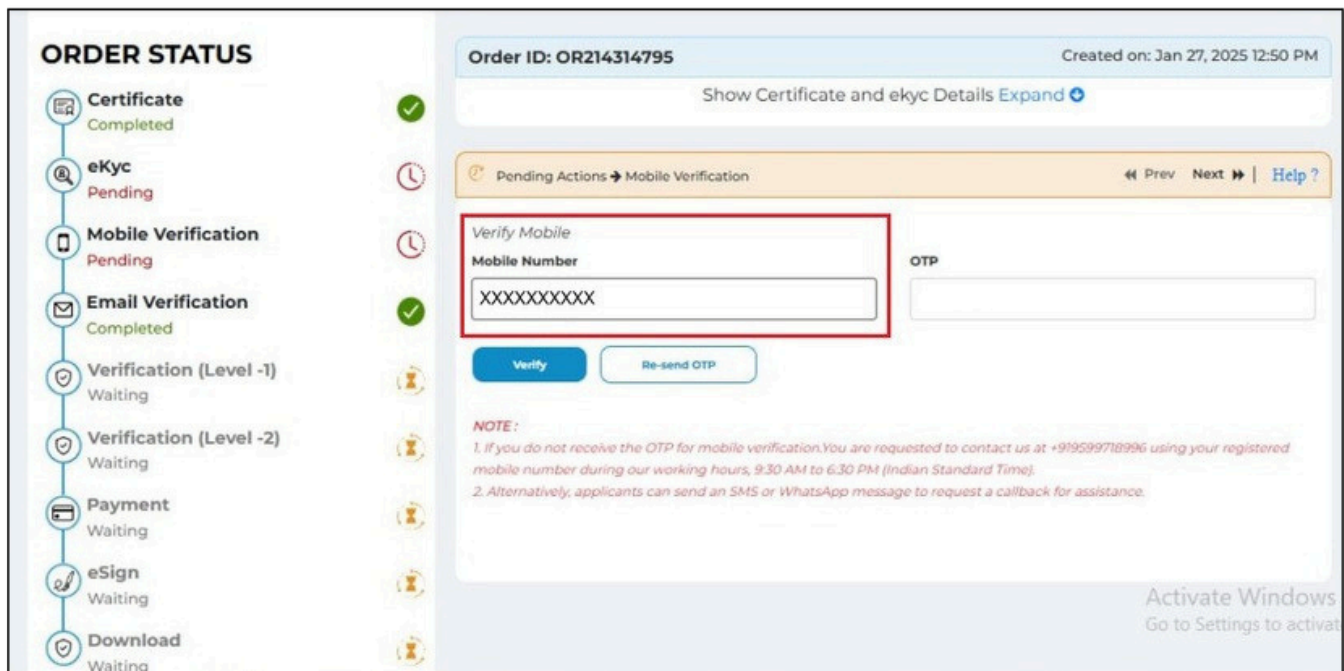
PAN * LXXXXXXXX

Change name in order

Verify

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

In case you want to change the **Mobile No**, then edit the field and mention your correct mobile no and click on **Resend OTP**; after that, your **Mobile Number** will be updated.



ORDER STATUS

Order ID: OR214314795 Created on: Jan 27, 2025 12:50 PM

Show Certificate and ekyc Details Expand

Pending Actions → Mobile Verification

Verify Mobile

Mobile Number XXXXXXXXXXXX

OTP

Verify Re-send OTP

NOTE:

1. If you do not receive the OTP for mobile verification. You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).

2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

Activate Windows
Go to Settings to activate

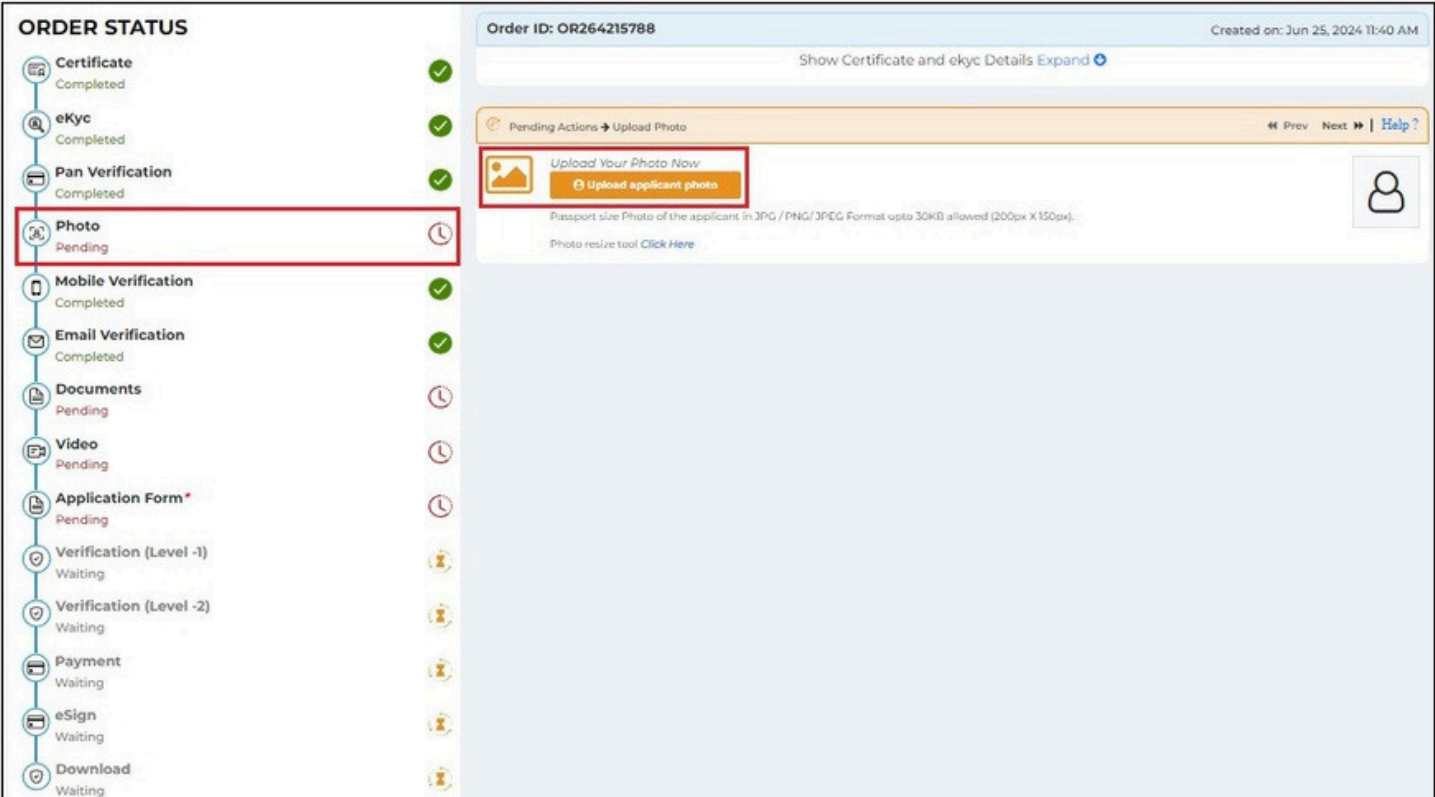
NOTE :

1. If you do not receive the OTP for mobile verification.

You are requested to contact us at +919599718996 using your registered mobile number during our working hours, 9:30 AM to 6:30 PM (Indian Standard Time).

2. Alternatively, applicants can send an SMS or WhatsApp message to request a callback for assistance.

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 ⏪ Prev Next ⏩ | Help ?

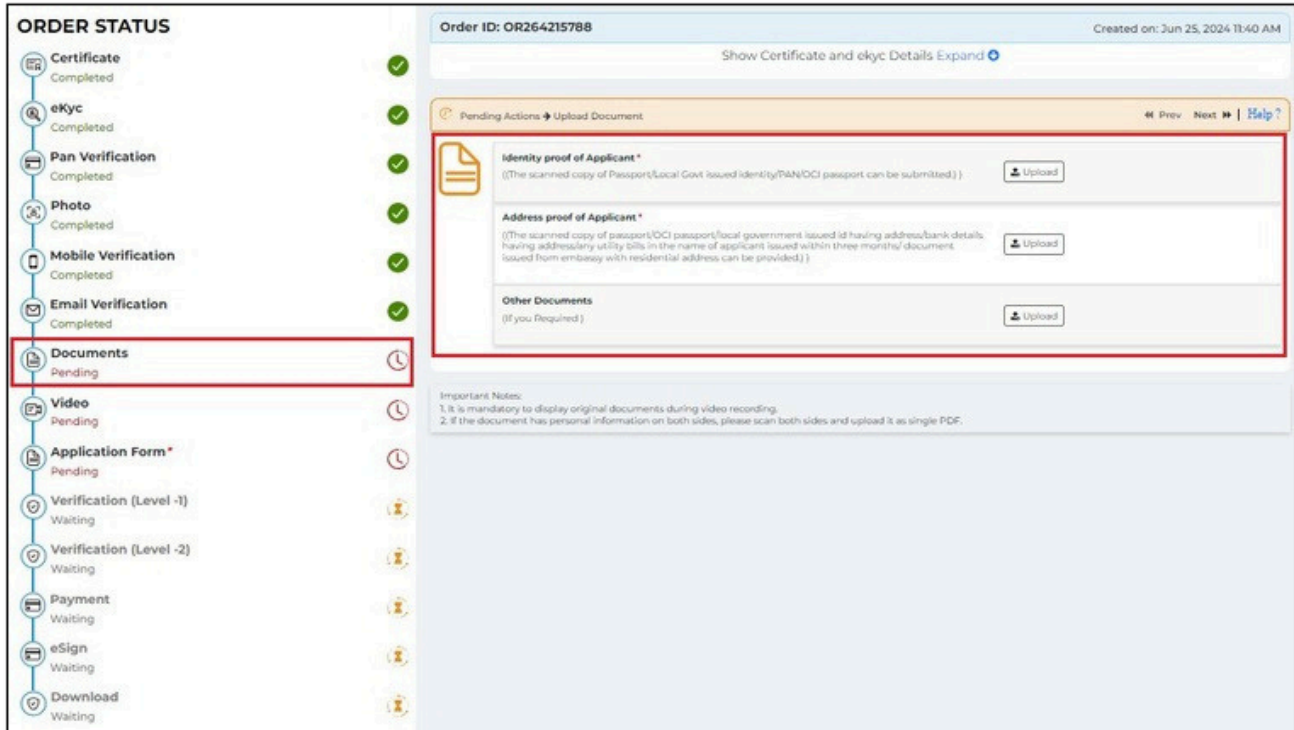
Upload Your Photo Now

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

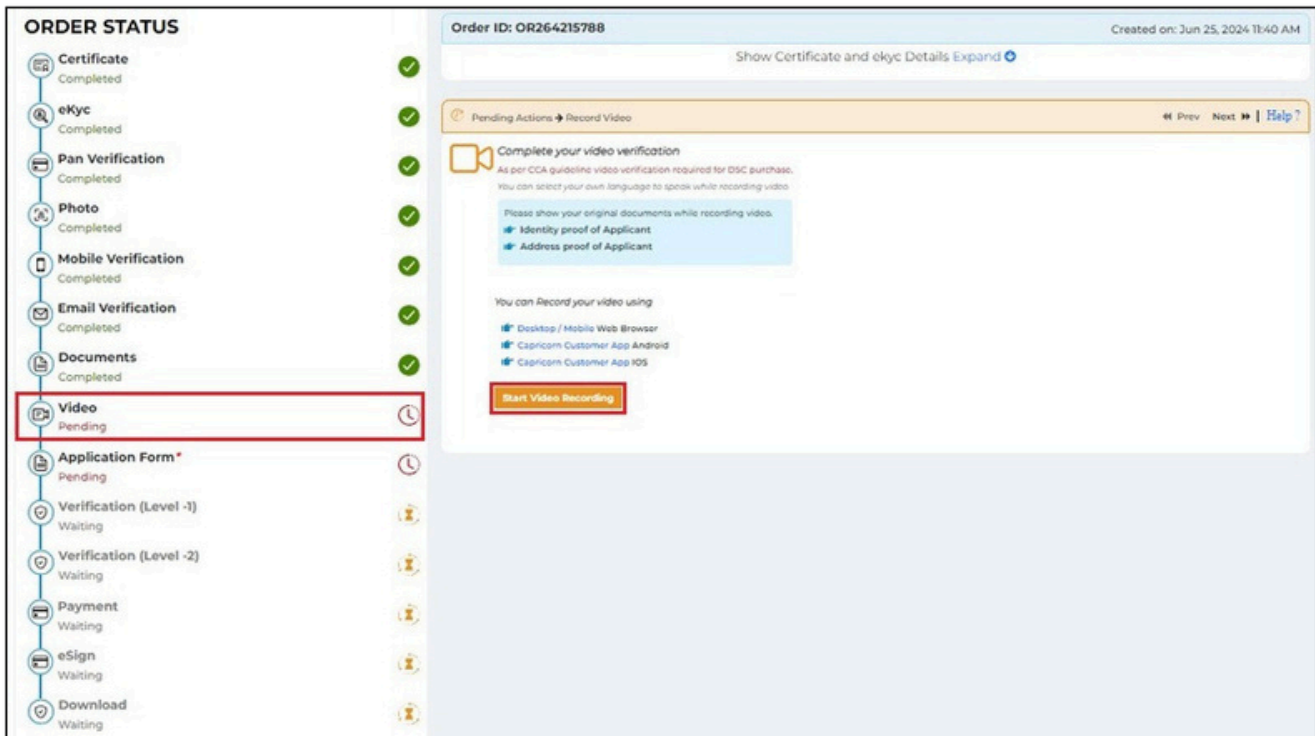
Identity proof of Applicant*
 ((The scanned copy of Passport/Local Govt issued identity/PAN/OCI passport can be submitted)) Upload

Address proof of Applicant*
 ((The scanned copy of passport/OCI passport/local government issued id having address/bank details, having address/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

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 verify your identity and link 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, S XXXX S XXXX with video code 818 have applied for digital signature with capricorn CA.

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.

Start Video Recording

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 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, S XXXX S XXXX 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.certificatedigital
- ➔ Remove https://www.capricorn.ca.in
- ➔ 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 later 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.certificat.digital
 → Remove https://www.capricorn.ca.in
 → 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 ← 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

✔ 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 ?

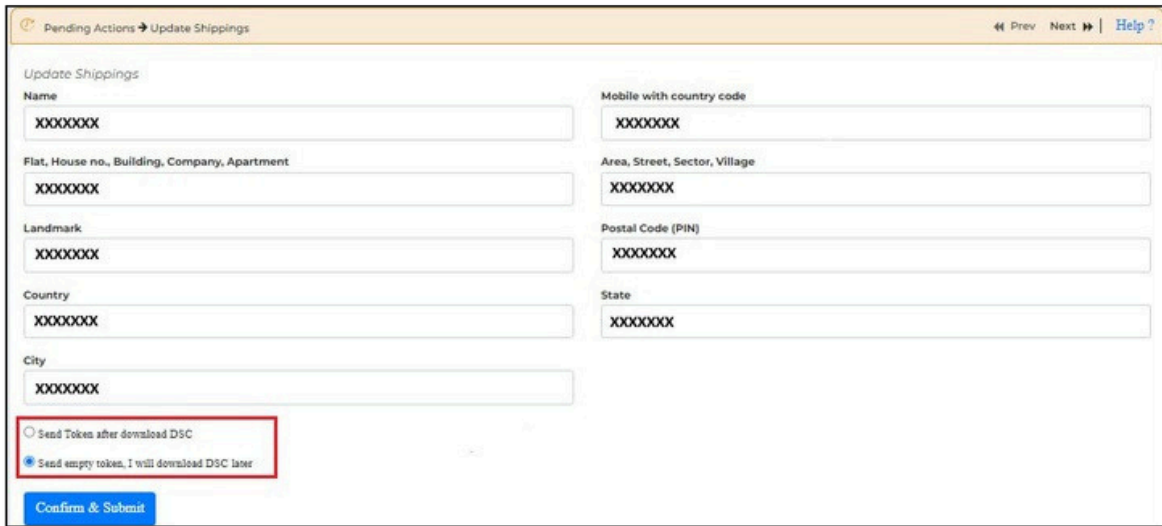
Shipping Address	Pending	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Confirm </div>
------------------	---------	---

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

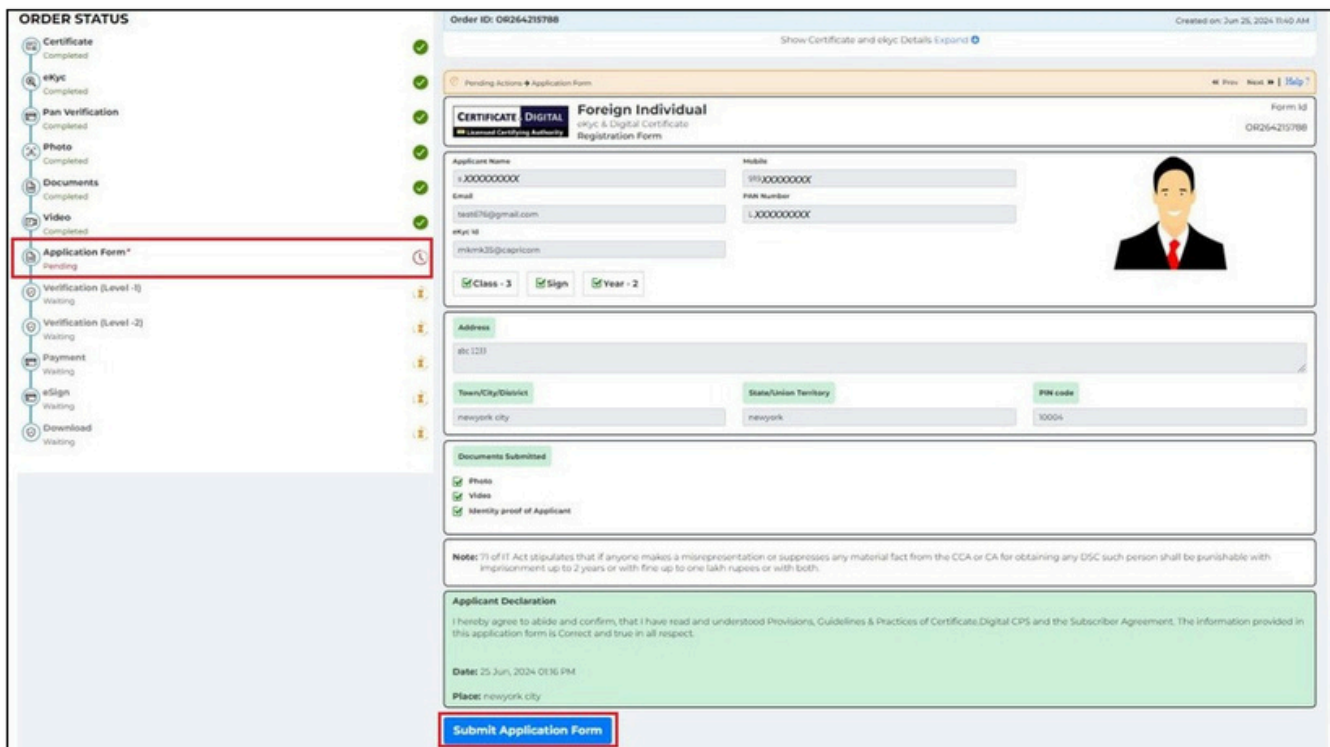
Country: XXXXXXXX State: XXXXXXXX

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 **'ApplicationForm'**.



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: OR26429798 Created on: Jun 25, 2024 10:40 AM

Pending Actions → Application Form << Prev Next >> Help ?

CERTIFICATE Digital Foreign Individual Form ID: OR26429798
by Licensed Certifying Authority eKYC & Digital Certificate Registration Form

Applicant Name: i.XXXXXXXXXX Mobile: (91)XXXXXXXXXX

Email: test716@gmail.com PAN Number: LXXXXXXXXXX

eKYC ID: mkm935@capricorn

Class - 3 Sign Year - 2

Address

Pin: 1234

Town/City/District: newyork city State/Union Territory: newyork PIN code: 10004

Documents Submitted

- Photo
- Video
- Identity proof of Applicant

Note: (1) 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.

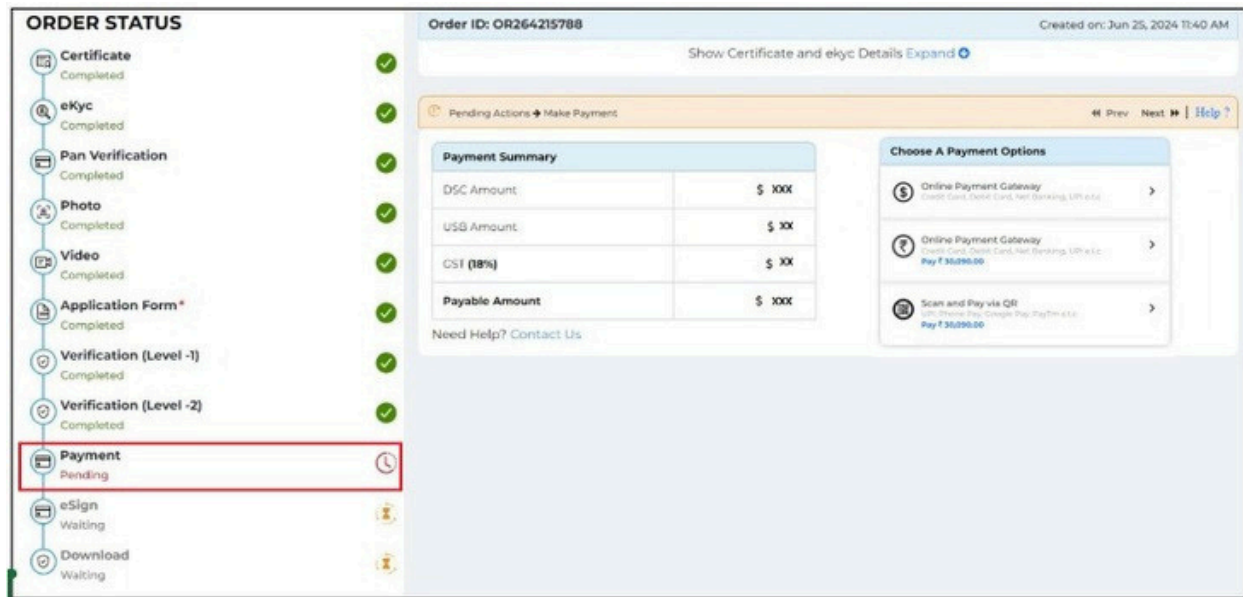
Date: 25 Jun, 2024 01:16 PM

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

Order ID: OR264215788 Created on: Jun 25, 2024 11:40 AM

Show Certificate and ekyc Details Expand

Pending Actions → Make Payment

Payment Summary	
DSC Amount	\$ XXX
USB Amount	\$ XX
CST (18%)	\$ XX
Payable Amount	\$ XXX

Need Help? Contact Us

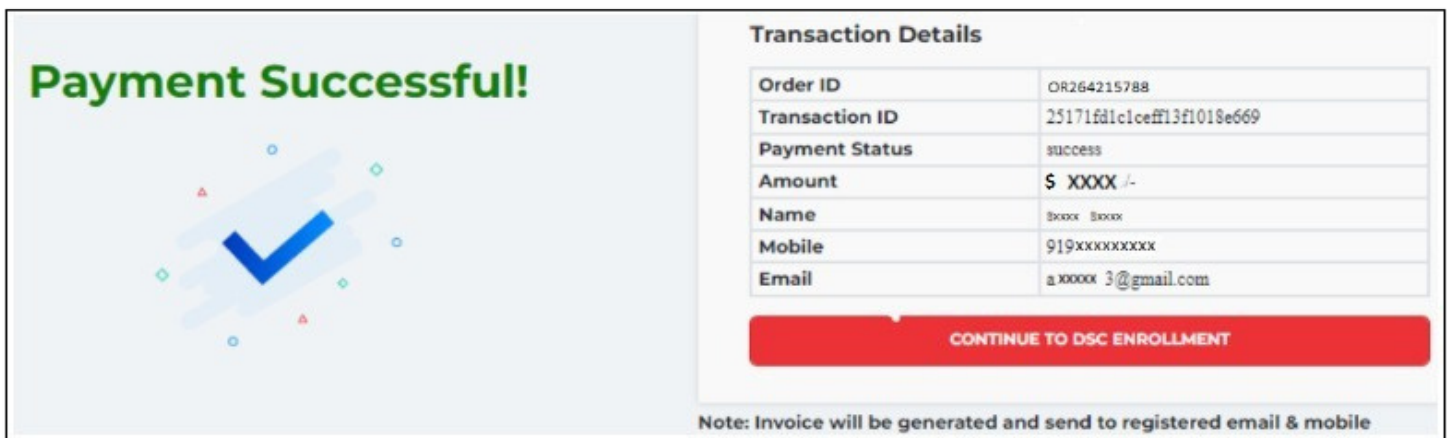
Choose A Payment Options

- Online Payment Gateway (Credit Card, Debit Card, Net Banking, UPI etc.)
- Online Payment Gateway (Credit Card, Debit Card, Net Banking, UPI etc.) Pay ₹ 30,000.00
- Scan and Pay via QR (UPI, Phone Pe, Credit, Pay, Payments etc.) Pay ₹ 30,000.00

Progress bar items:

- 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

Once the payment is completed, a prompt will appear. Click on **'CONTINUE TODSC ENROLLMENT'** to proceed to the next steps.



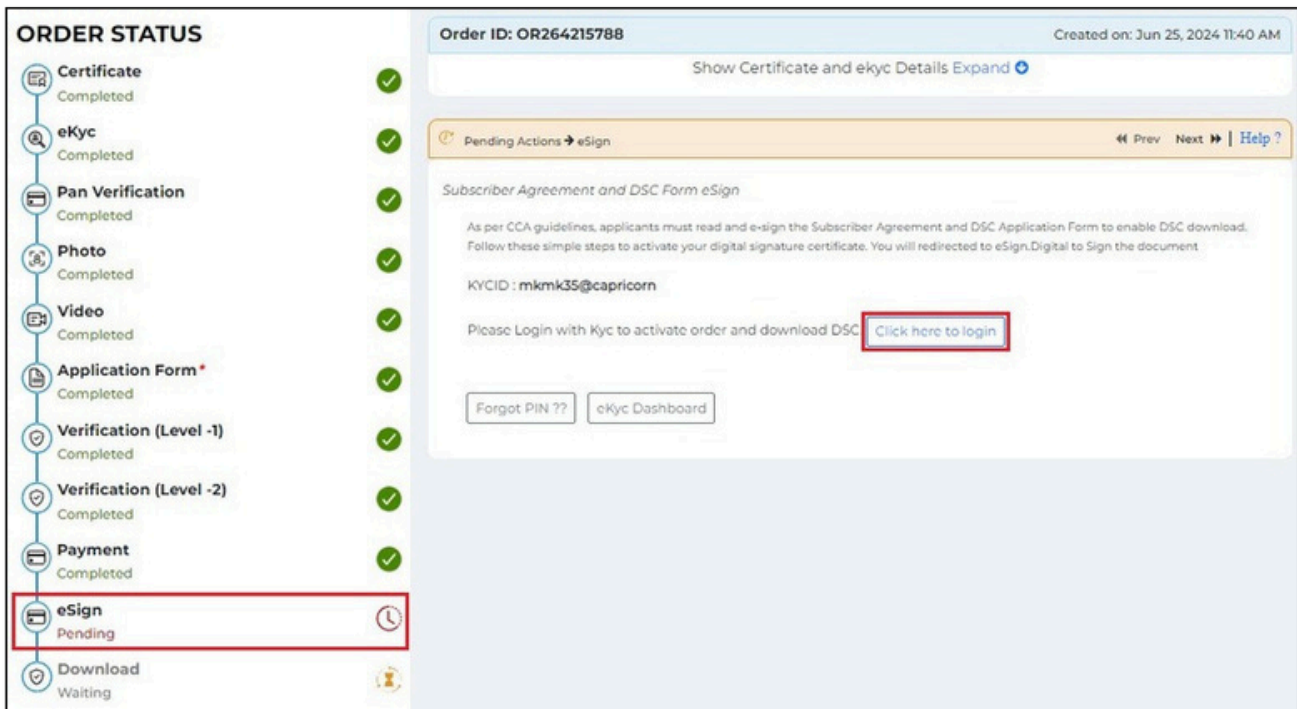
Payment Successful!

Transaction Details	
Order ID	OR264215788
Transaction ID	25171fd1c1ceff13f1018e669
Payment Status	success
Amount	\$ XXXX /-
Name	Bxxxx Bxxxx
Mobile	919XXXXXXXX
Email	aXXXX 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

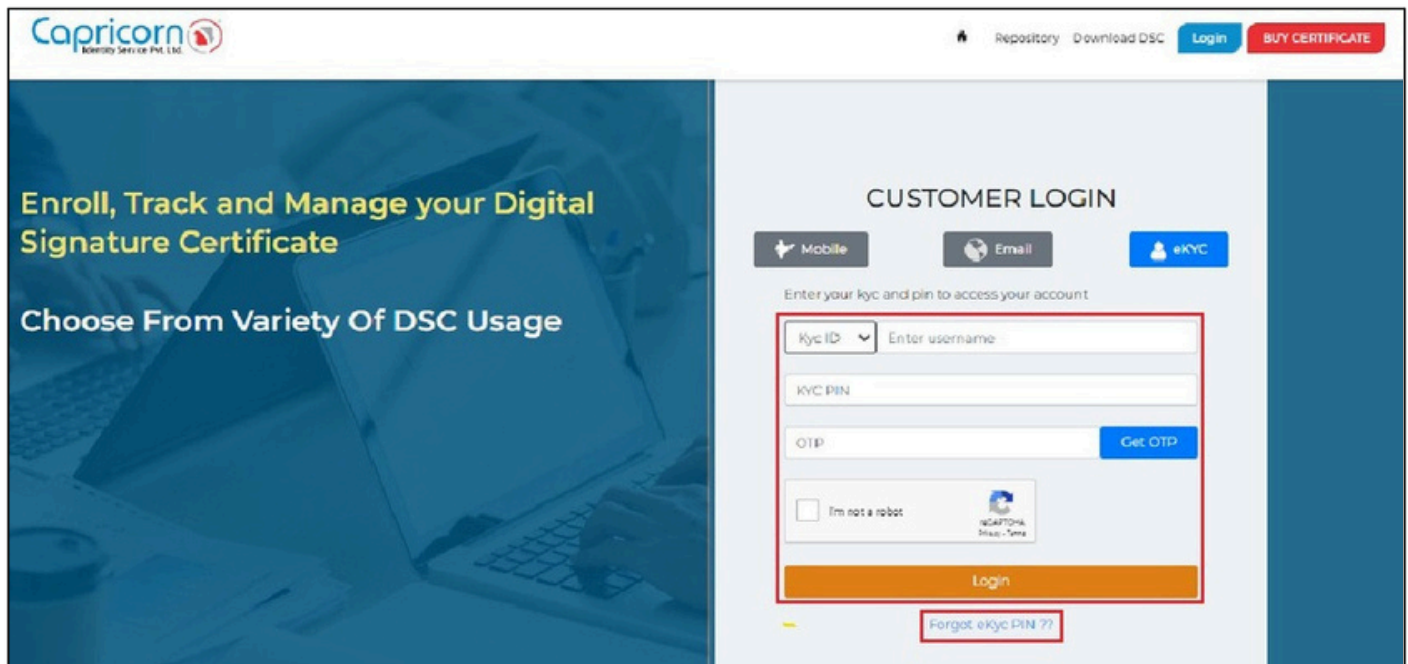
Please Login with Kyc to activate order and download DSC [Click here to login](#)

Forgot PIN ?? eKyc Dashboard

Progress List:

- 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

KYC PIN

OTP Get OTP

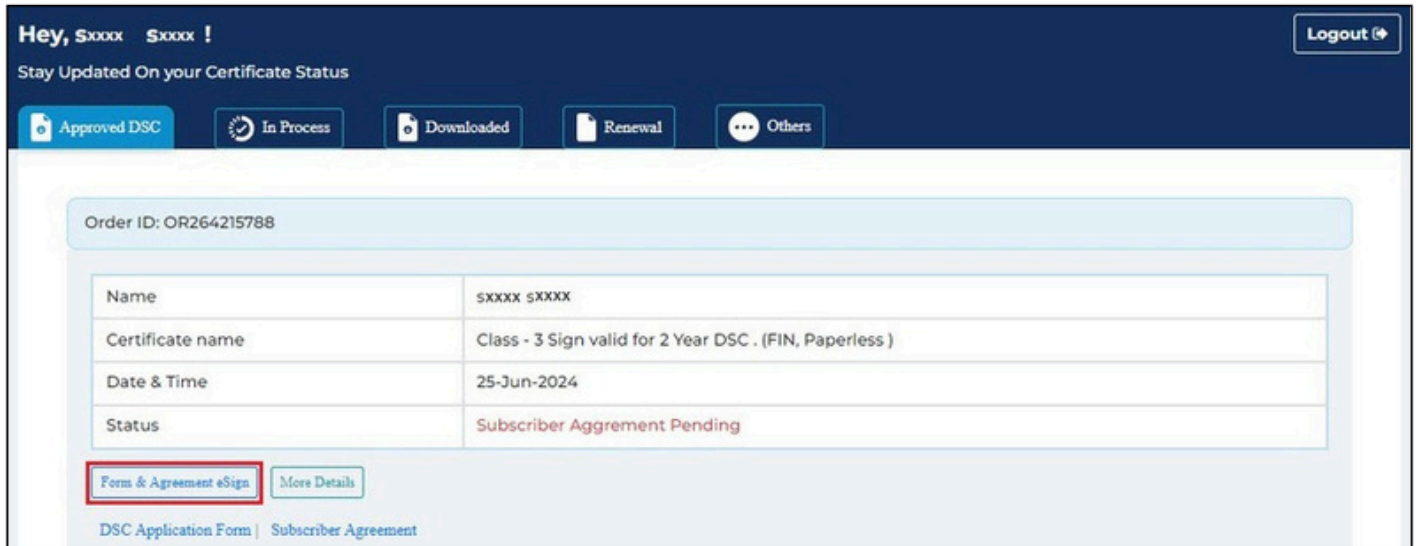
I'm not a robot

Capricorn Identity Service

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

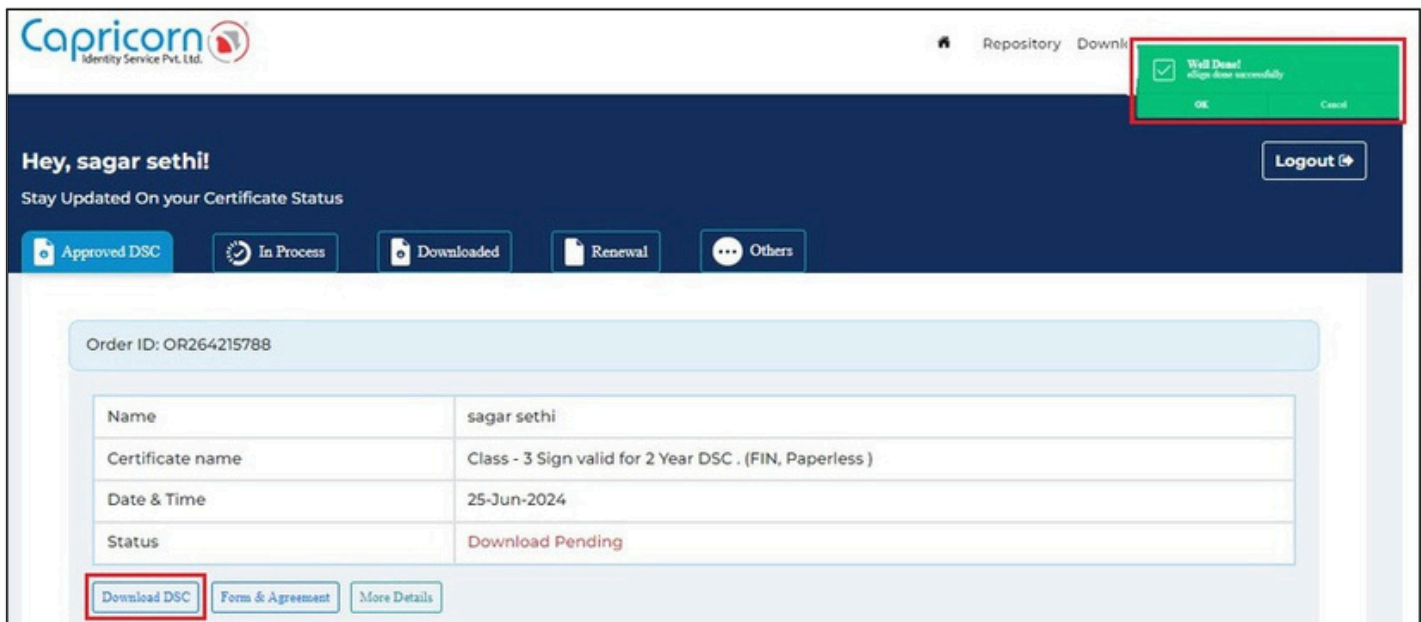
Order ID: OR264215788

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 Download

Hey, sagar sethi! Logout

Stay Updated On your Certificate Status

Approved DSC In Process Downloaded Renewal Others

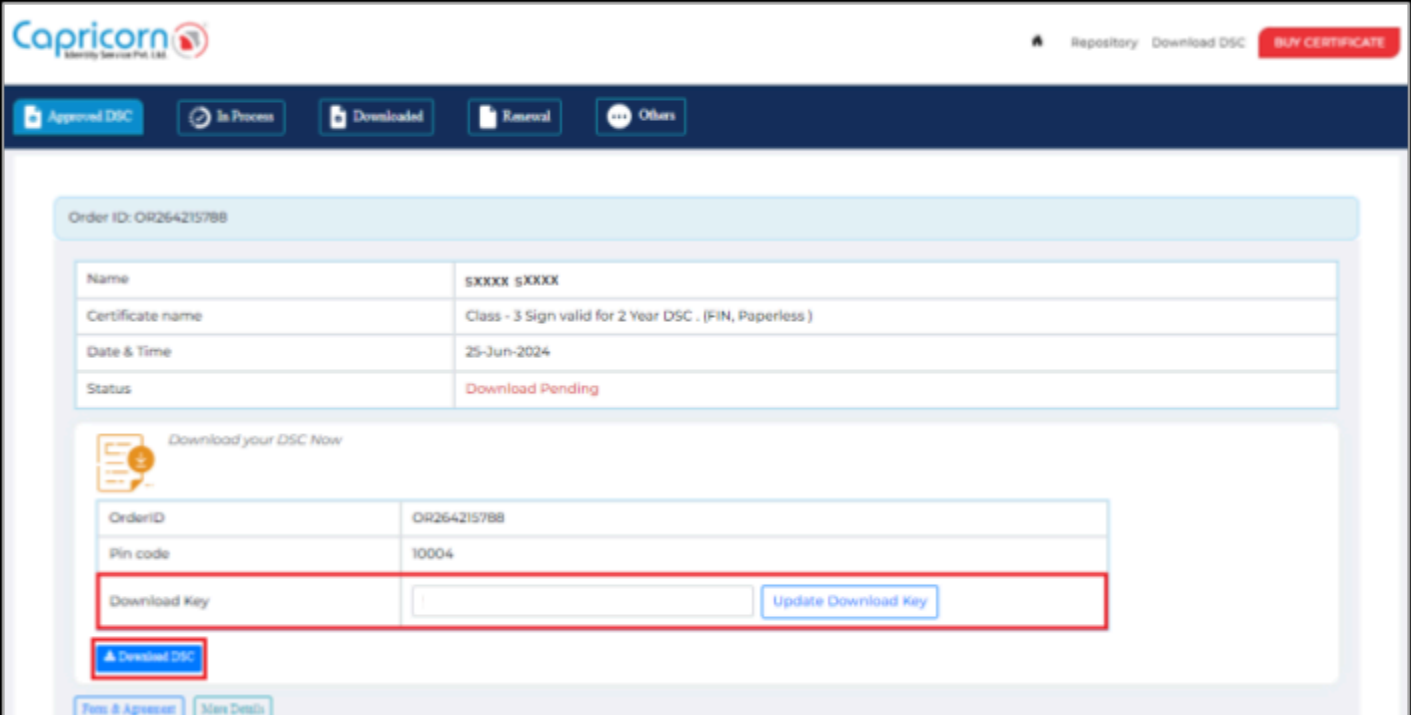
Order ID: OR264215788

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

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.



The screenshot shows the Capricorn DSC portal interface. At the top, there is a navigation bar with the Capricorn logo and a 'BUY CERTIFICATE' button. Below this is a menu with options: 'Approved DSC', 'In Process', 'Downloaded', 'Renewal', and 'Others'. The main content area displays the order ID 'OR264215788'. A table shows the following details:

Name	sXXXX sXXXX
Certificate name	Class - 3 Sign valid for 2 Year DSC . (FIN, Paperless)
Date & Time	25-Jun-2024
Status	Download Pending

Below the table, there is a section titled 'Download your DSC Now' with a download icon. It contains a form with the following fields:

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

At the bottom of this section, there is a 'Download DSC' button. At the very bottom of the page, there are links for 'View & Agree' and '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](#)'.