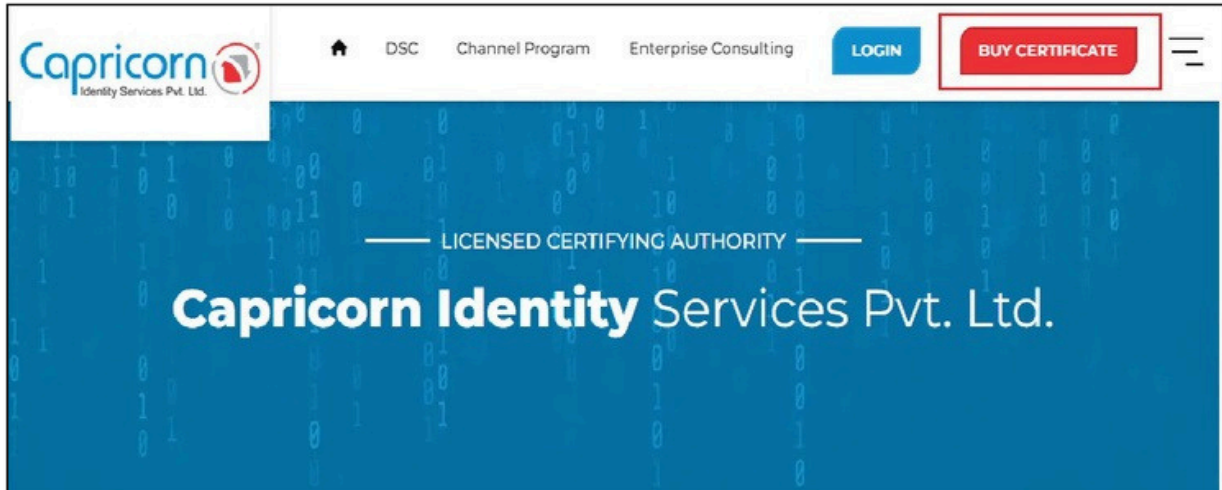


INDIVIDUAL OFFLINE AADHAAR BASED DSC PROCEDURE

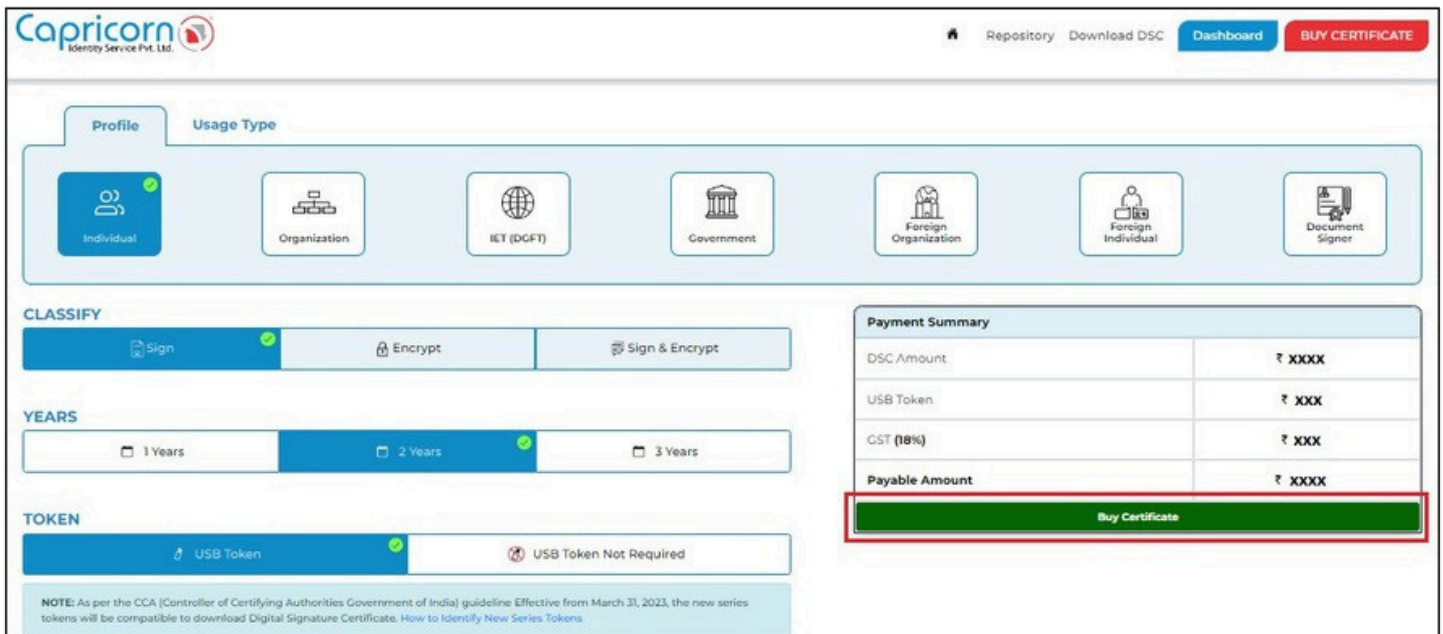
11-Apr-2025
Version 1.1.1

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**.



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](#)

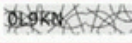
Fill in your Name, Email, Mobile Number, and Address.

Click '**Get OTP**'.

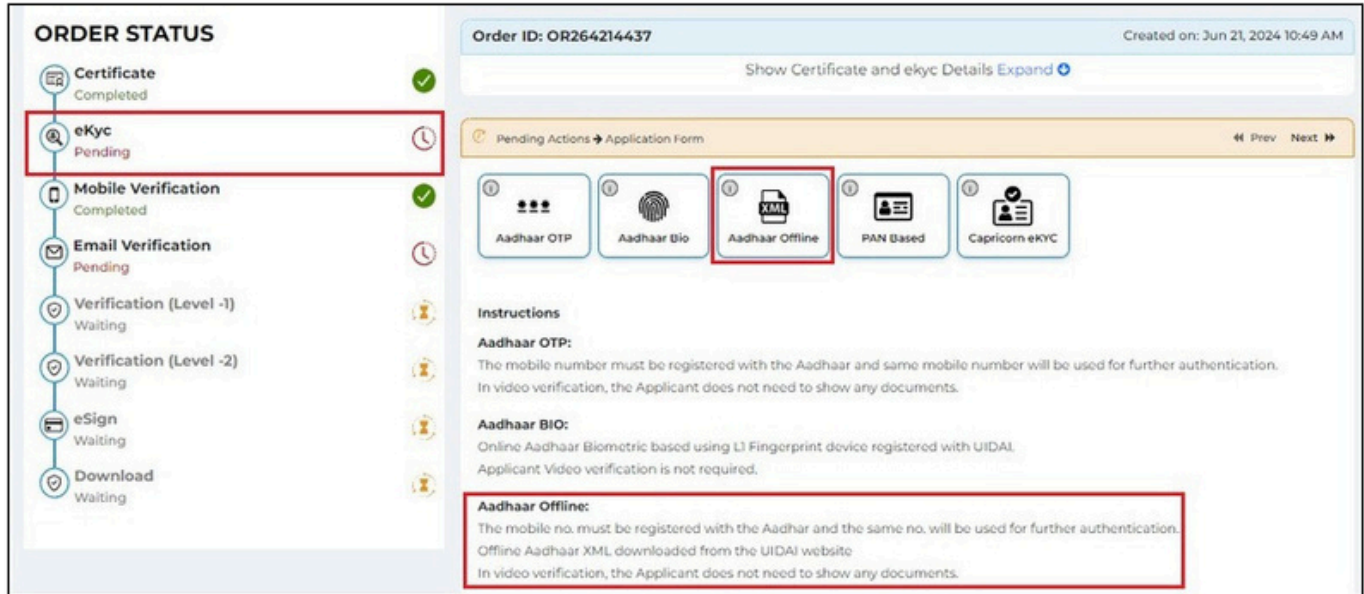
Enter the **OTP** received on your mobile.

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		Payment Summary	
Name <input type="text" value="Ex: John"/>	Mobile with country code <input type="text" value="Mobile"/>	Digital Signature (DSC)	₹ XXX.XX
Email <input type="text" value="Email"/>	Mobile OTP <input type="text" value="Enter Mobile OTP"/> Get OTP	Assistance Services	₹ XXX.XX
Address <input type="text" value="Address"/>		GST (00%)	₹ XXX.XX
Postal Code <input type="text" value="Pin Code"/>	Country India	Payable Amount	₹ XXX.XX
State <input type="text" value="State"/>	City <input type="text" value="City"/>	CONTINUE TO DSC ENROLLMENT	
BP Referral Code (Optional) <input type="text" value="00000000"/>	Remark (Optional) <input type="text" value="Remark"/>		
<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="text" value="Enter only above in the captcha"/>			

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

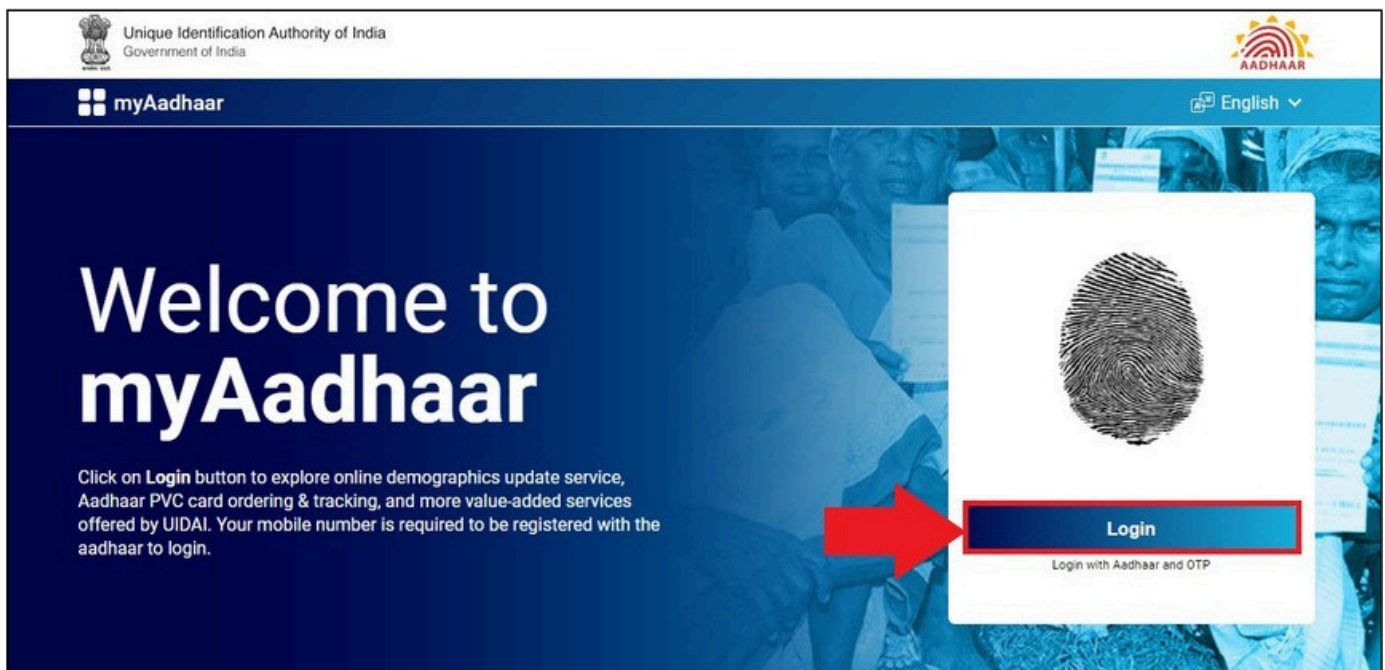
Aadhaar OTP:
The mobile number must be registered with the Aadhaar and same mobile number will be used for further authentication. In video verification, the Applicant does not need to show any documents.

Aadhaar BIO:
Online Aadhaar Biometric based using 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

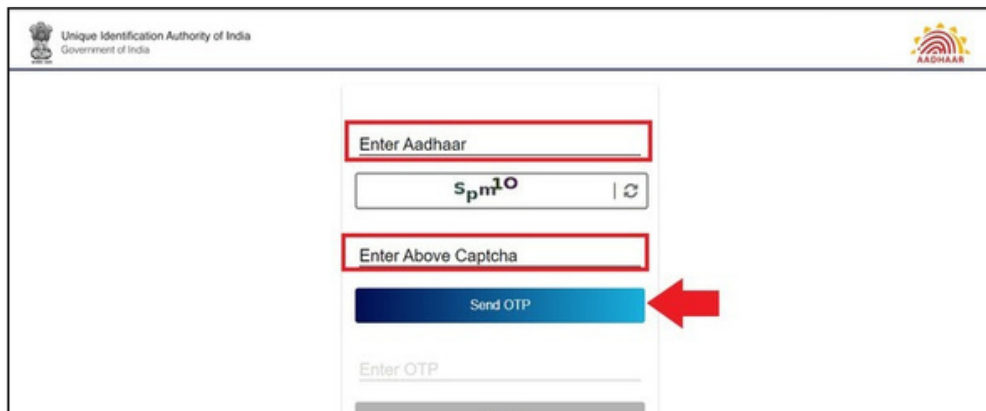
myAadhaar English

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 Aadhaar portal.



Unique Identification Authority of India
Government of India

Enter Aadhaar

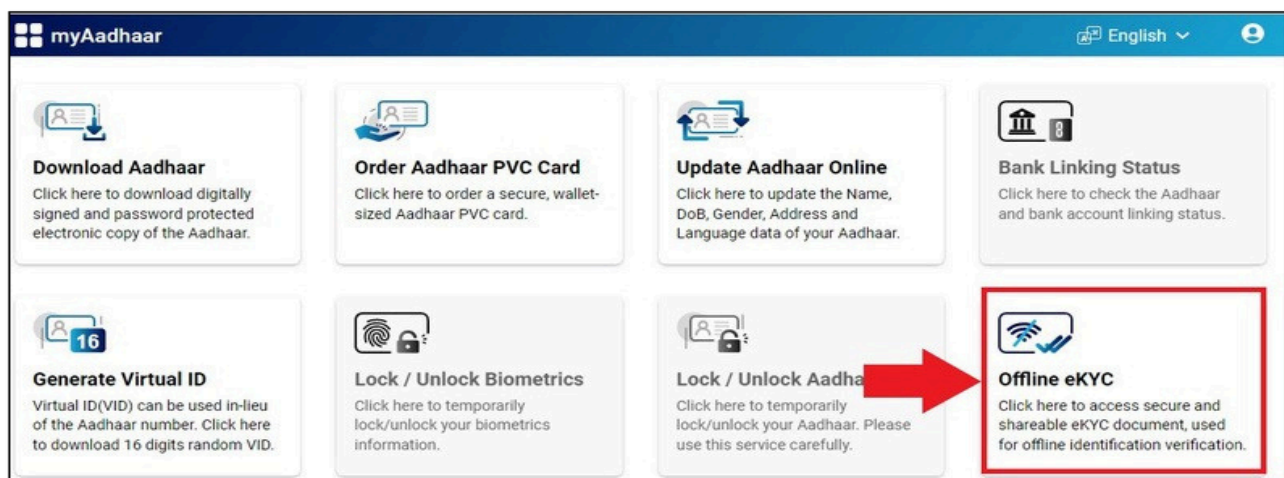
Spn¹O

Enter Above Captcha

Send OTP

Enter OTP

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.



myAadhaar English

- Download Aadhaar**
Click here to download digitally signed and password protected electronic copy of the Aadhaar.
- Order Aadhaar PVC Card**
Click here to order a secure, wallet-sized Aadhaar PVC card.
- Update Aadhaar Online**
Click here to update the Name, DoB, Gender, Address and Language data of your Aadhaar.
- Bank Linking Status**
Click here to check the Aadhaar and bank account linking status.
- Generate Virtual ID**
Virtual ID (VID) can be used in-lieu of the Aadhaar number. Click here to download 16 digits random VID.
- Lock / Unlock Biometrics**
Click here to temporarily lock/unlock your biometrics information.
- Lock / Unlock Aadhaar**
Click here to temporarily lock/unlock your Aadhaar. Please use this service carefully.
- Offline eKYC**
Click here to access secure and shareable eKYC document, used for offline identification verification.

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.



Create a Share Code of 4 Digits

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification. The details will contain Name, Address, Photo, Gender, DOB, hash of registered Mobile Number, hash of registered Email Address and reference id which contains last 4 digits of Aadhaar Number followed by time stamp in a digitally signed XML.

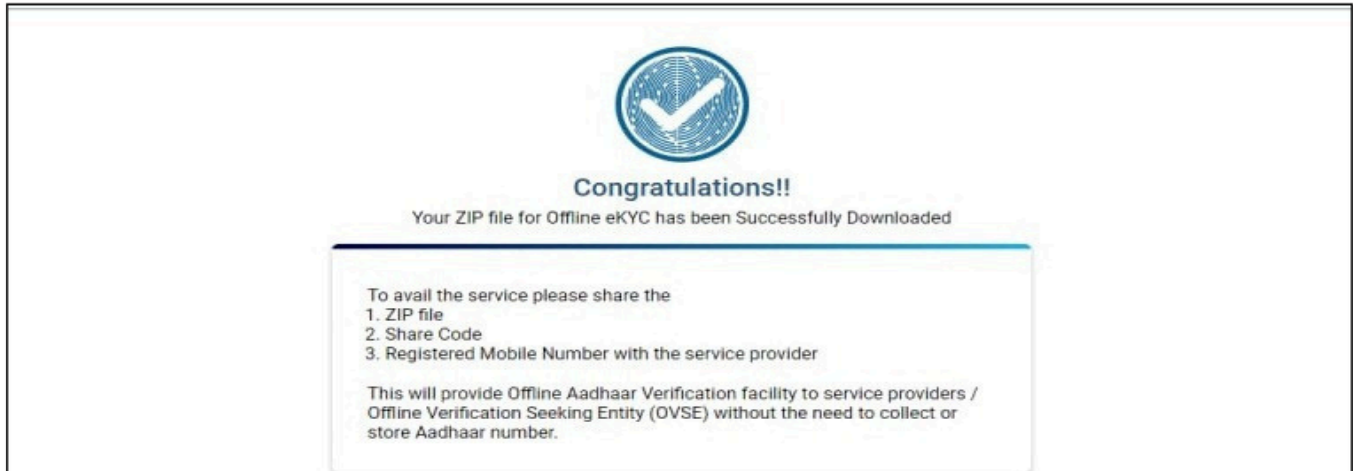
Create a Share Code

4 - Digits Share Code to be Created

A ZIP file containing your eKYC will be password protected using the Share Code. Upon clicking Download, the file will be downloaded to your device / desktop.

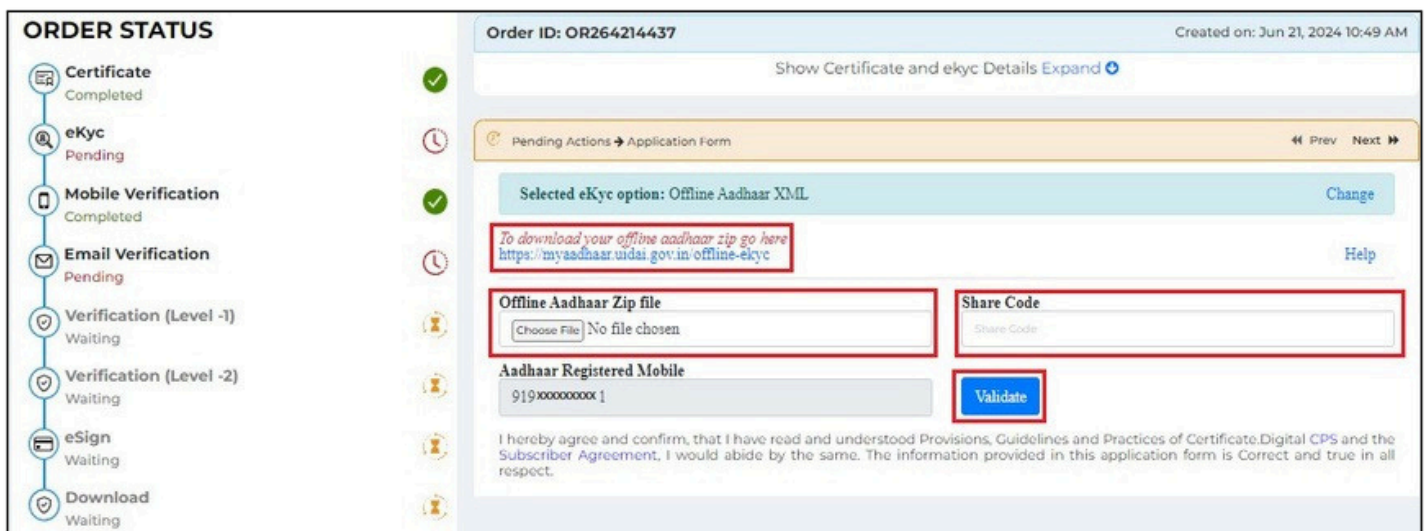
Back Download

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

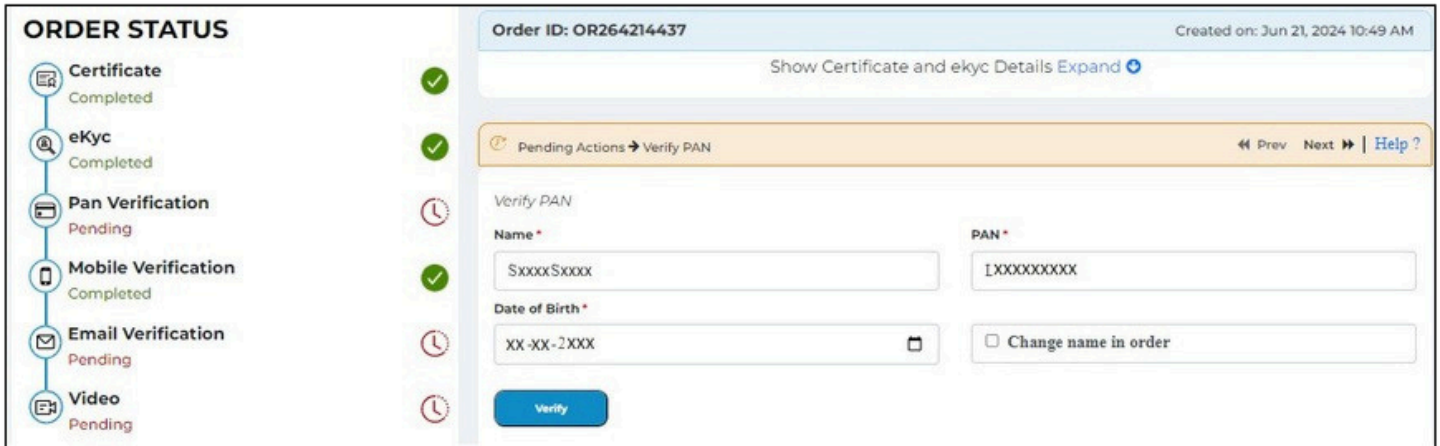


You will get a confirmation pop-up, and the Aadhaar zip file will be successfully downloaded onto your system.

Once you have uploaded the XML file and entered the Share Code, click the **'Validate'** button to proceed.



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

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

Show Certificate and ekyc Details Expand

Pending Actions → Verify PAN

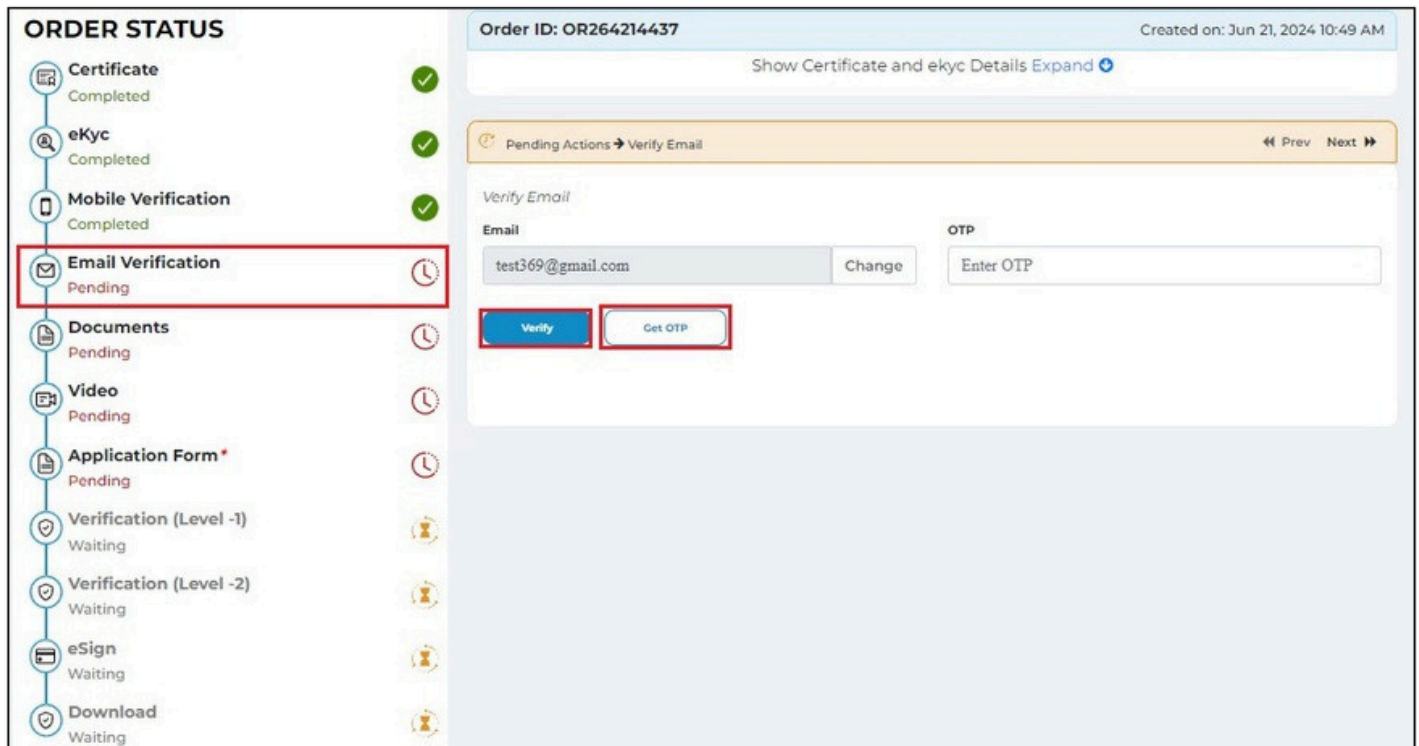
Verify PAN

Name * SxxxxSxxxx PAN * IXXXXXXXX

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

Verify

Verify your **'Email'** by following the prompts to complete the email verification process.



ORDER STATUS

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

Show Certificate and ekyc Details Expand

Pending Actions → Verify Email

Verify Email

Email test369@gmail.com Change OTP Enter OTP

Verify Get 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 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.

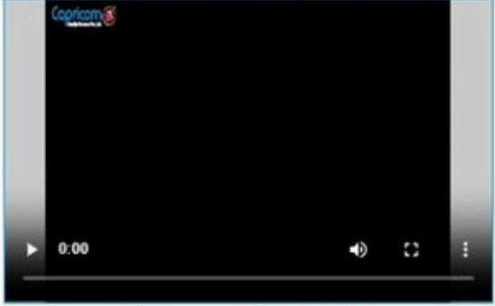
After recording your video, you have to preview it by clicking on the **'Play Video'** button and clicking on **'Submit'** to complete the video recording confirmation.

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.



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.

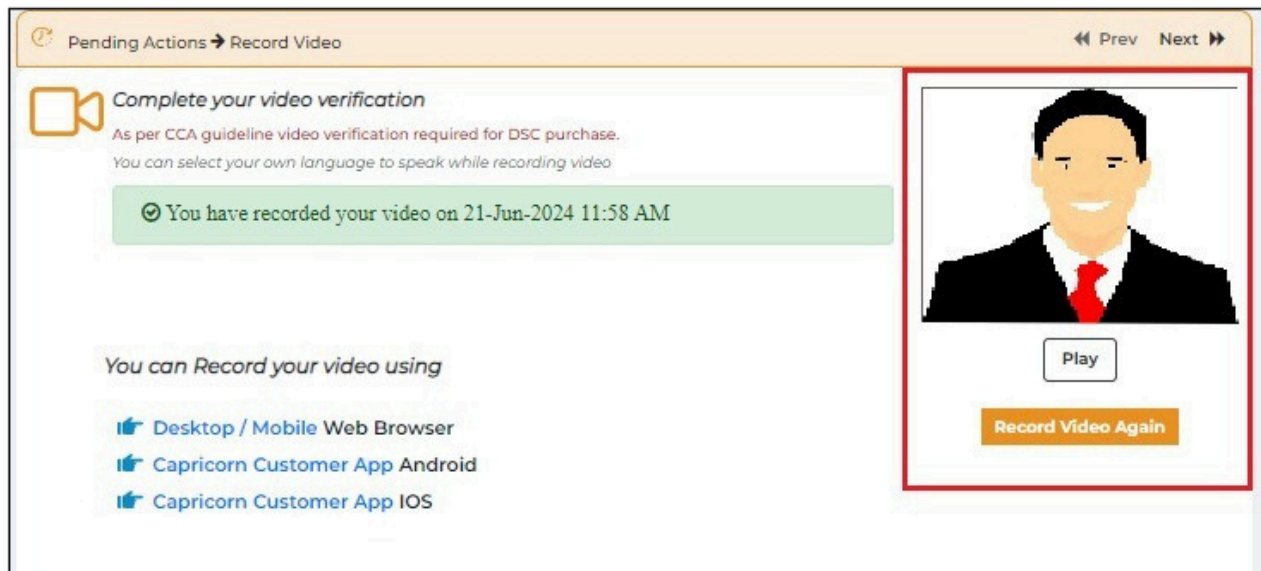


Video Uploaded Successfully.

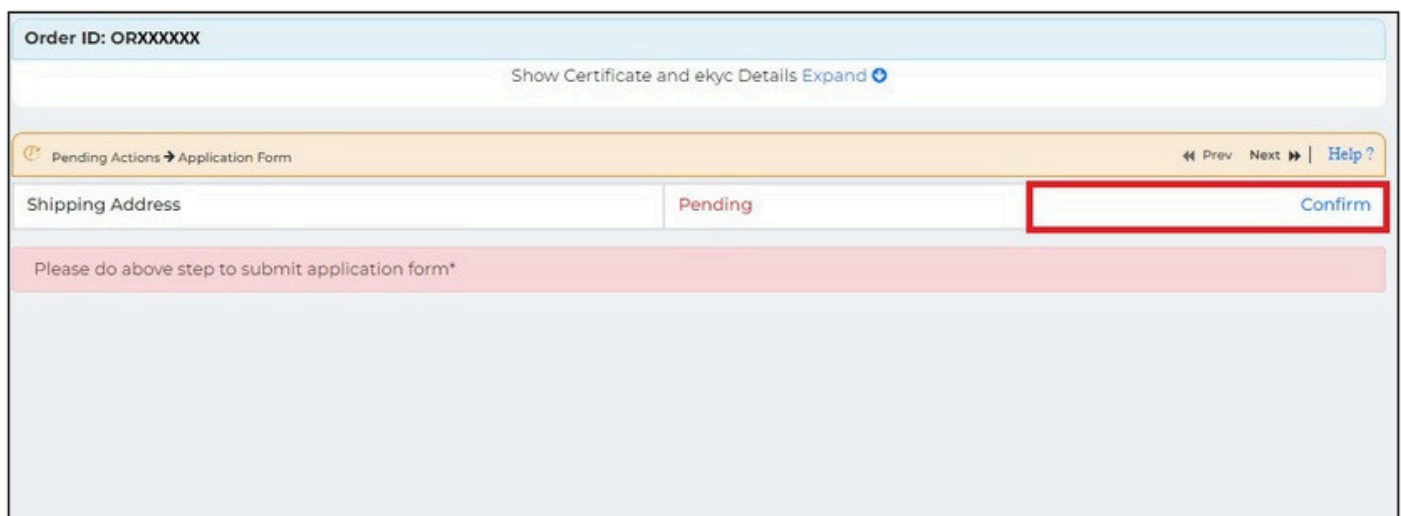
Continue to Enrollment process

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.



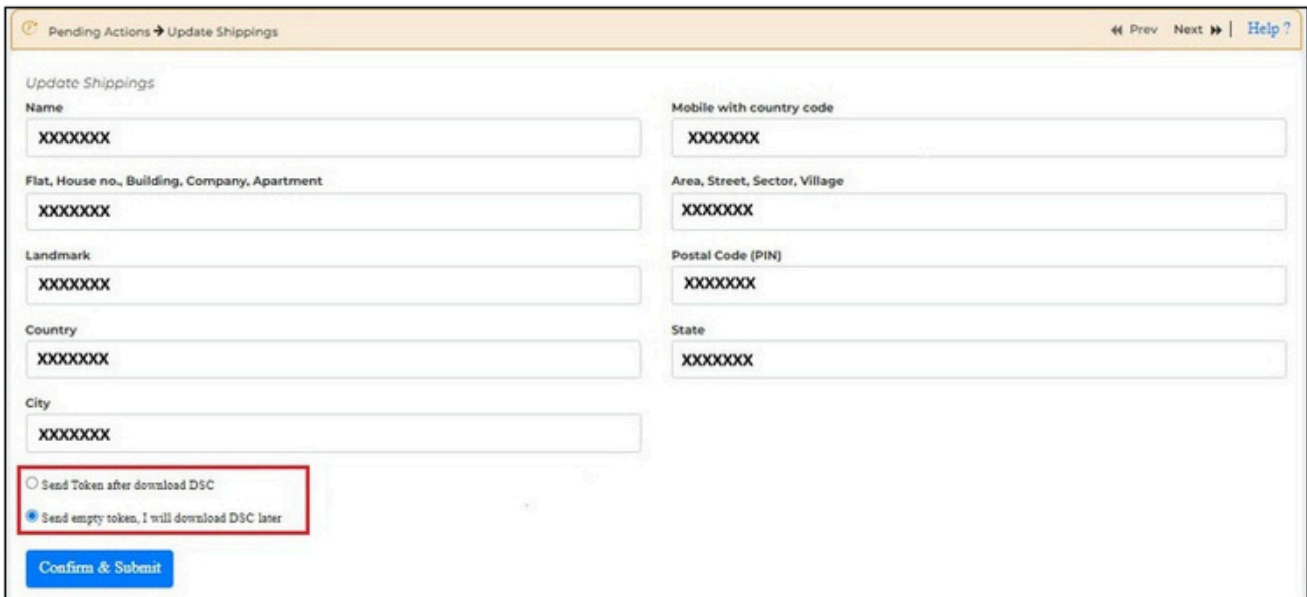
After completing the above verification, if you had opted for **TOKEN REQUIRED** at the time of product selection. Then, you have to confirm your delivery address for token delivery.



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

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

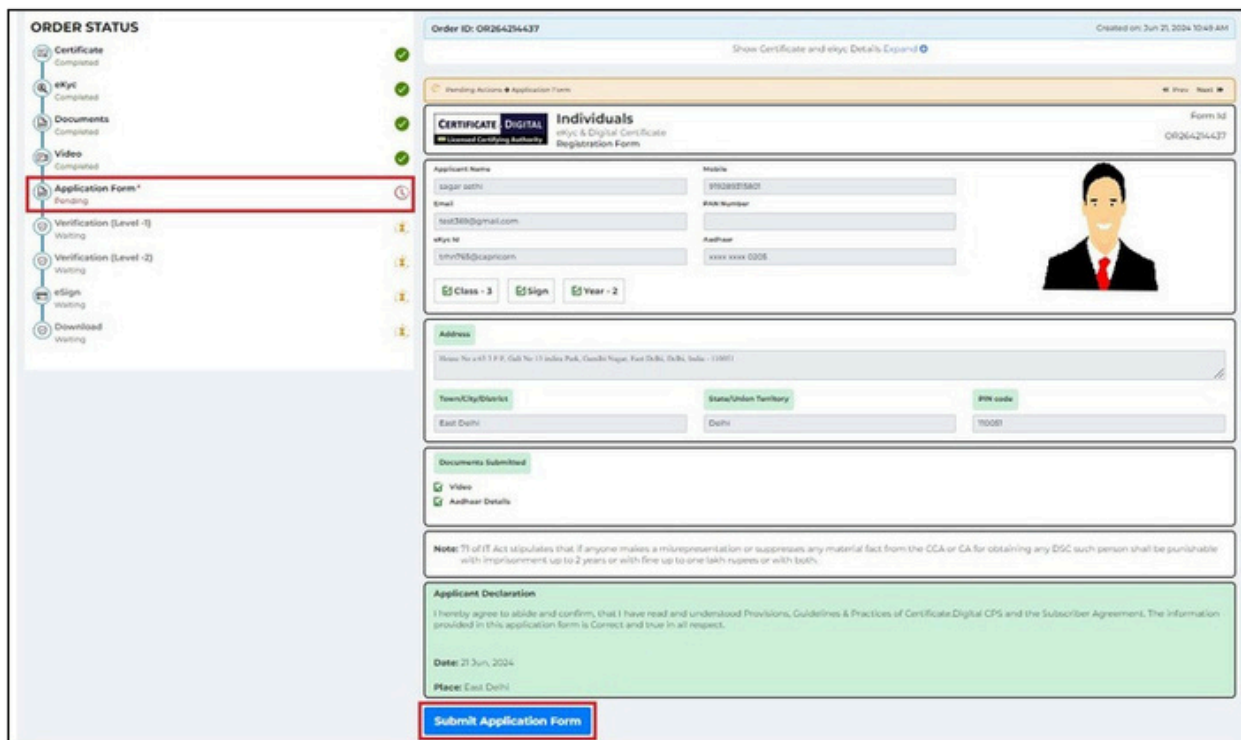
State: XXXXXXXX

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

Order ID: OR264256437 Created on: Jun 25, 2024 10:48 AM

Certificate Completed
 eKYC Completed
 Documents Completed
 Video Completed
 Application Forms* Pending
 Verification (Level -1) Waiting
 Verification (Level -2) Waiting
 eSign Waiting
 Download Waiting

CERTIFICATE DIGITAL Individuals
 eKYC & Digital Certificate Registration Form

Applicant Name: sagar kathi Mobile: 97928025802

Email: sag28@gmail.com Pin Number: [Redacted]

KYC ID: kmv780capriscan Aadhaar: xxxx xxxx 0205

Class - 3 Sign Year - 2

Address: House No and P.P. Code No 11 Index Post, Condo Nagar, East Delhi, Delhi, India - 110001

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

Documents Submitted: Video, Aadhaar Details

Note: 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 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

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 TODSC ENROLLMENT'** to proceed to the next steps.

Payment Successful!



Transaction Details

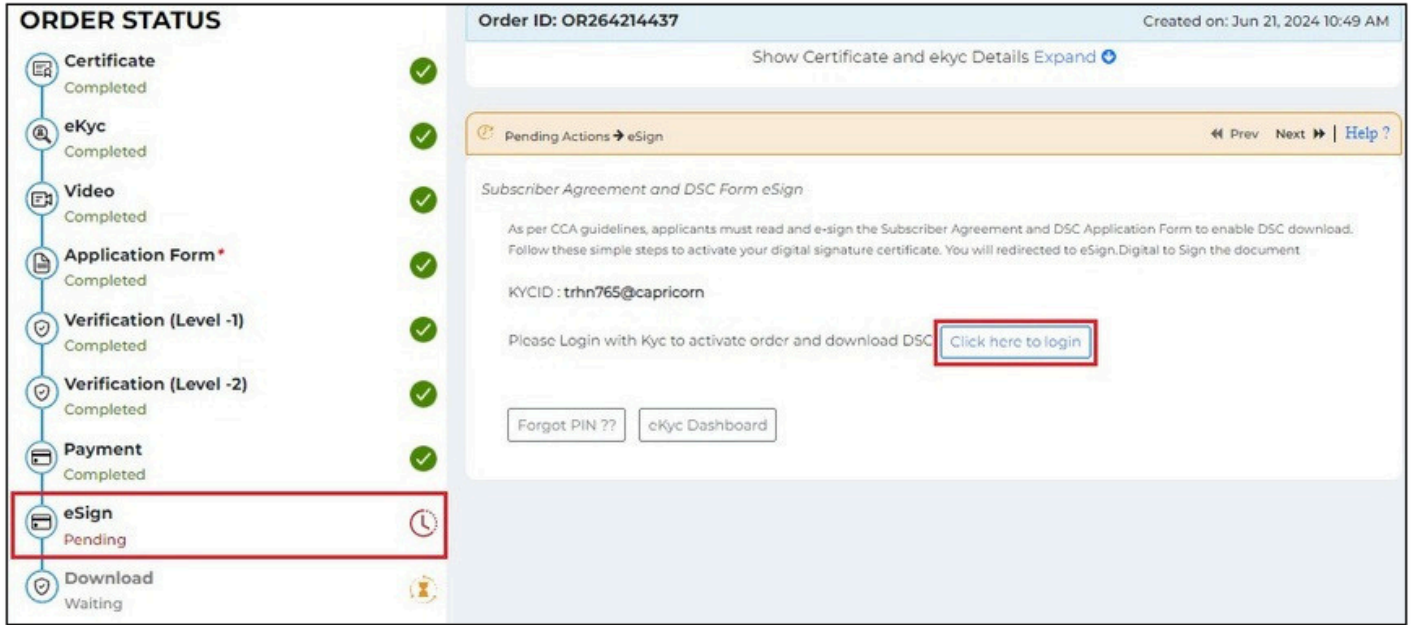
Order ID	OR264214437
Transaction ID	254xxxxxxxxxxxxxxxxxxxxx 7d3b
Payment Status	success
Amount	₹ XXXX /-
Name	sxxxx sxxxx
Mobile	919 1
Email	test369@gmail.com

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

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 : trhn765@capricorn

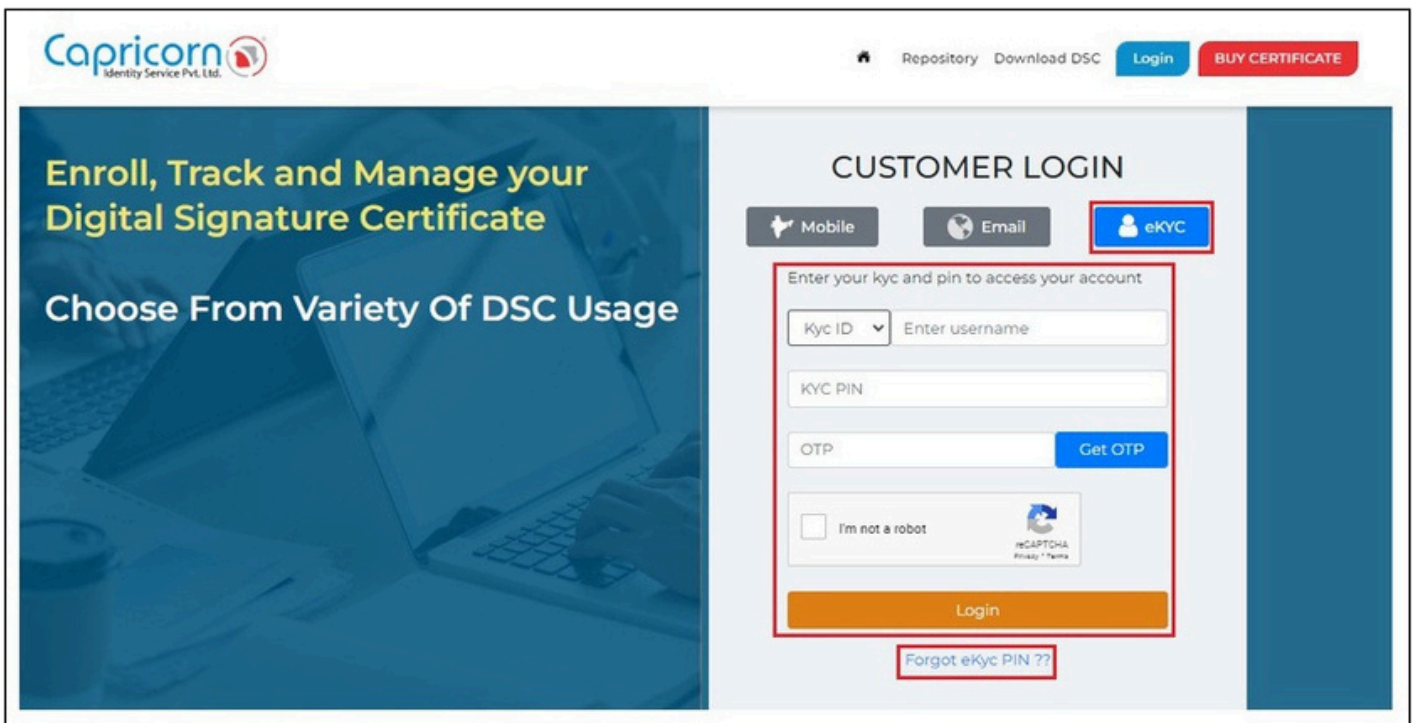
Please Login with Kyc to activate order and download DSC [Click here to login](#)

Forgot PIN ?? eKyc Dashboard

Progress bar items:

- 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

CUSTOMER LOGIN


Mobile Email **eKYC**

Enter your kyc and pin to access your account

Kyc ID Enter username

KYC PIN

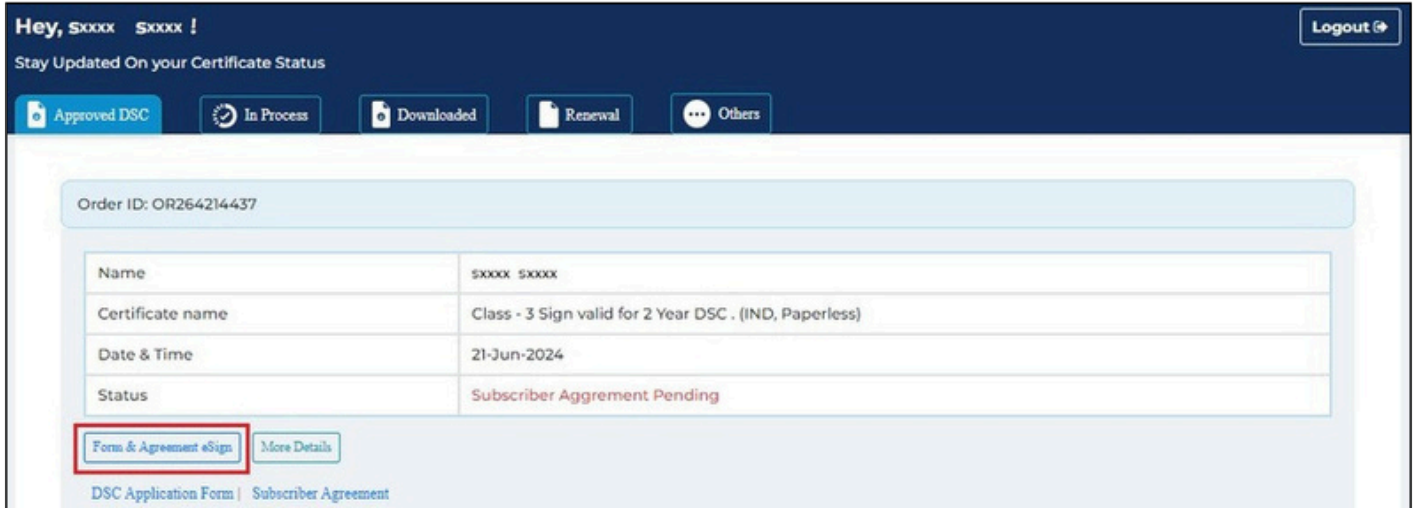
OTP [Get OTP](#)

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

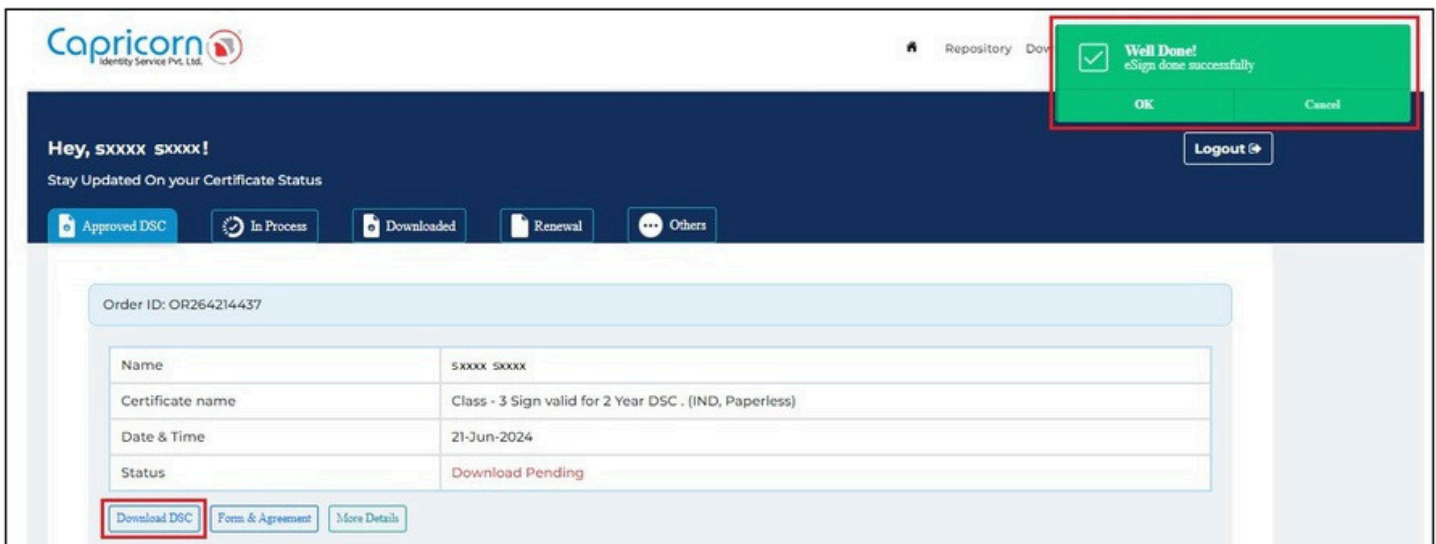
Order ID: OR264214437

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

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	<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](#)'.