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WEB SITE - <http://www.rssonlinesolutions.com/>

## PROCEDURE FOR NEW / RENEWAL CLASS - 2 DSC OF FOREIGN NATIONAL

### INSTRUCTIONS / CHECKLIST

1. Please fill the form in BLOCK LETTERS & in **BLUE INK ONLY**
2. The Certificate will be issued ***only if the application form is complete in all aspects.***  
***(Note: Along with the completed and signed application form, please attach following documents as mentioned below)***
3. Applicant has to sign across the photograph extended to application form
4. Unique Email Address & Mobile Number are mandatory.
5. Email Verification & Video Recording by the applicant is mandatory.  
**For Email Verification**  
Verify the link sent on registered email ID  
**For Video recording:**  
Download an Android application named 'Capricorn Customer Application' on any Android phone and undertake video verification.  
After installation click on video recording. Order ID will appear:  
"OR000000 Pin code 400000 after filling the information click on confirm. Recording screen will appear, record and speak the appearing message on the screen.(Use any language to speak) i.e.  
(I **your name** have applied for Class - 2 and eKYC certificate with capricorn CA. My order number is **OR000000**)
6. Inconsistent/incomplete applications are liable to be rejected.

**ATTACHMENTS:**

**If you are a Foreign national:**

Residing in native Country (part of Hague Convention)	Residing in native Country	Residing in India	Neither residing in native Country nor in India	Holding OCI Passport (Foreign address) living in India
<ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Identity Proof</li> </ul>	<ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Identity Proof</li> </ul>	<ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Visa</li> <li>✓ Resident permit</li> </ul>	<ul style="list-style-type: none"> <li>✓ Passport</li> <li>✓ Visa</li> </ul>	<ul style="list-style-type: none"> <li>✓ Passport</li> </ul>
<p><b>Note:</b> Documents needs to be</p> <ul style="list-style-type: none"> <li>a. Notarized by Public Notary and</li> <li>b. Apostilled by competent authority in foreign country</li> </ul>	<p><b>Note:</b> Documents needs to be</p> <ul style="list-style-type: none"> <li>a. Notarized by Public Notary and</li> <li>b. Consularized by competent authority in foreign country</li> </ul>	<p><b>Note:</b> Documents needs to be</p> <ul style="list-style-type: none"> <li>a. Certified by the individual embassy</li> </ul>	<p><b>Note:</b> Documents needs to be</p> <ul style="list-style-type: none"> <li>a. Certified by the individual embassy</li> </ul>	

**Note:**

Attachments for Identity Proof shall be any 2 of the following:

✓ Passport	✓ Driving Licence
✓ Citizenship	✓ Any other Government issued ID proof

Attachments for Address Proof shall be any 1 of the following

✓ Passport	✓ Driving Licence
✓ Utility Bill	✓ Bank Statement

*Utility Bill or Bank Statement should not be older than 2 months from the date of application*

**SUMMARY - REQUIREMENTS FOR DIGITAL SIGNATURE OF NON-RESIDENT  
INDIAN**

For Nationality: <b>OTHER THAN INDIAN</b>	
<b>1. Application Form</b>	<i>Form is provided as attachment to email. Kindly take print of the same and fill up the details with <b>BLUE INK</b></i>
<b>2. Documents / Information required</b>	<ul style="list-style-type: none"> <li>i). Passport</li> <li>ii). Valid VISA or Driving License</li> <li>iii). Signed Form with Photograph <i>(Including signature across the photo affixed on Form)</i></li> <li>iv). Unique Email ID and Indian Mobile Number for verification &amp; confirmation.</li> <li>v). <i>Minimum 2 Valid ID Proof and 1 Address Proof</i></li> </ul>
<b>3. Attestation</b>	<b>All documents to be Attested by</b> the Consulate of the Indian Embassy and Foreign public notary and <b>Apostille by competent authority in foreign country.</b>
<b>4. Other requirements</b>	<ul style="list-style-type: none"> <li>i). Details in the Form shall be filled-up and Signed in <b>BLUE INK</b> only</li> <li>ii). Total <b>TWO signatures</b> on Form i.e. – <ul style="list-style-type: none"> <li>a. Across Photograph</li> <li>b. In column stating Signature of Applicant on First Page (WITHOUT Stamp of Organization)</li> </ul> </li> </ul>

**Notes:**

- i. All supporting documents shall be self attested
- ii. Please send us scan copies of final documents and Form for approval before sending physical copies

**Please select Certificate type**

TIP : Please select class of certificate and validity.

Applicant ID (Internal use)

Order ID (Internal use)

Class 2  3

Year 1  2  3

Type Sign  Sign & Encrypt



**Please fill the applicant details**

TIP : The certificate would be issued in the following name.

Applicant Name

Mobile No.



PAN Card ( If applicable )

Passport Number (if applicable)

Visa Number (if applicable)




E-mail ID

Address

Town/City/District

State/Union Territory

Pin Code

Nationality

**Please select one of the following categories**

TIP : Once you select the category the document required are mentioned in adjacent row.

Document Name	Attestation of form required	Resident Permit	Visa	Passport	Identity Proof	Notarized	Attestation
<input type="checkbox"/> Foreign National residing in native country (part of Hague Convention)	✓			✓	✓	Public Notary	Apostilled by competent authority in foreign country
<input type="checkbox"/> Foreign National residing in native country	✓			✓	✓	Public Notary	Consularized by the competent authority in foreign country
<input type="checkbox"/> Foreign National residing in India	✓	✓	✓	✓			Certified by the individual embassy
<input type="checkbox"/> Foreign National neither in India nor in the Native Country	✓		✓	✓			Certified by the individual embassy
<input type="checkbox"/> Foreign National holding OCI Passport (foreign address) living in India	✓			✓			

**Note:** 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 liable for punishment with imprisonment up to 2 years or with fine up to one lakh rupees or both.

**Applicant Declaration**

I hereby agree to abide and confirm, that I have read and understood provisions, guidelines & practices of CapricornID CPS and the subscriber agreement. The information provided in this application form is correct and true in all respect.

Place:

Date:



Signature of applicant as in ID Proof (Blue link only)

affix recent  
 passport  
 size photograph  
 of the  
 applicant

applicant has to sign across  
 the photograph provided  
 to application form



### Instructions:

- Please fill up the form in 'English' only.
- Incomplete, illegible or inconsistent applications will be rejected.
- Supporting documents should be attested either by a bank manager, a Gazetted officer or a Post Master.
- The utilities bill or bank statement should not be older than 3 months from the application date.
- Please ensure that tax related supporting documents should be of the most recent year if not current then previous year.
- For CLASS 2 & 3 certificates physical presence of applicant is a must for which a 25 second video Should be recorded.
- Mobile verification by the applicant is mandatory.
- DSC Download link is sent to the applicant email only.
- The certificates must be downloaded only in a cryptographic device.
- Applicants must refer to Capricornid CPS at [www.certificate.digital](http://www.certificate.digital)
- Contact us at : [support@certificate.digital](mailto:support@certificate.digital) or at +91 011 4244 8288
- The forms must be sent to : G-5, Vikas Deep Building, Plot-18, Laxmi Nagar District Centre, Delhi- 110 092, India
- for encryption certificate only  
I hereby undertake that a backup copy of the encryption key will be securely maintained by me.(Applicant)
- Applicant has to sign across the photograph extended to application form.
- Applicant can also submit their Identity proof as: Pan Card, Post office ID Card Bank account Passbook, Government issued photo ID Card,
- Address Proof gas connection, Voter Id Card, Electricity Bill, Service Tax/ Vat Tax/ Sales Tax Reg. Certificate, Telephone Bill, Water Bill, Property Tax, Corporation Tax, Municipal Corporation Receipt, Bank Statement Signed By Manager.
- For Mobile verification please forward the sms sent on your registered number to 9212220059 Alternatively you can send the sms in the format given below : (in case you have not received the sms.) APXXXXX and ClientsEmail

- Please check the following before you send the paper to our office.

### CHECKLIST

- Seal and Signature on first pages.
- Form to be filled by blue ink only
- Please fill up the form in 'English' only

#### Individual Documents

- Attestation of form required
- Passport
- Resident permit (if applicable)
- Visa (if applicable)
- Identity proof (if applicable)

#### Atestttation of Documents

- Document to be notarized. ( if applicable)
- Document to be attested ( if applicable).

( Send complete documents to following address and for your convenience you can cut and paste this address on the envelope and send us )

### Capricorn Identity Services Pvt. Ltd.

G-5, Vikas Deep Building, Plot-18,  
Laxmi Nagar District Centre,  
Delhi- 110 092, India  
Phone +91 011- 4244 8288

### Foreign National Individual Sign

	1 Year	2 Year	3 Year
<b>Class 2</b>	US\$ 75.00	US\$ 100.00	US\$ 150.00
<b>Class 3</b>	US\$ 150.00	US\$ 250.00	US\$ 350.00

### Foreign National individual Sign & Encrypt

	1 Year	2 Year	3 Year
<b>Class 2</b>	US\$ 100.00	US\$ 150.00	US\$ 200.00
<b>Class 3</b>	US\$ 200.00	US\$ 300.00	US\$ 400.00

### What is included in our price

- The amount includes delivery charges of USB hardware device to your country.
- Support charges.
- Digital signature certificate (DSC).

### What is NOT included in our price

- Import Charges / Duty of USB device to your country.
- Registration on tender portal.
- Breakage of hardware device.

### Bank Details

Payee Name : Capricorn Identity Services Pvt Ltd  
Account No : 083105001411  
IFSC Code : ICIC0000831  
Bank : ICICI Bank Ltd.  
Branch : Laxmi Nagar, Delhi-92  
Swift Code : ICICINBBCTS  
Type : Current

### Pay through Credit Card

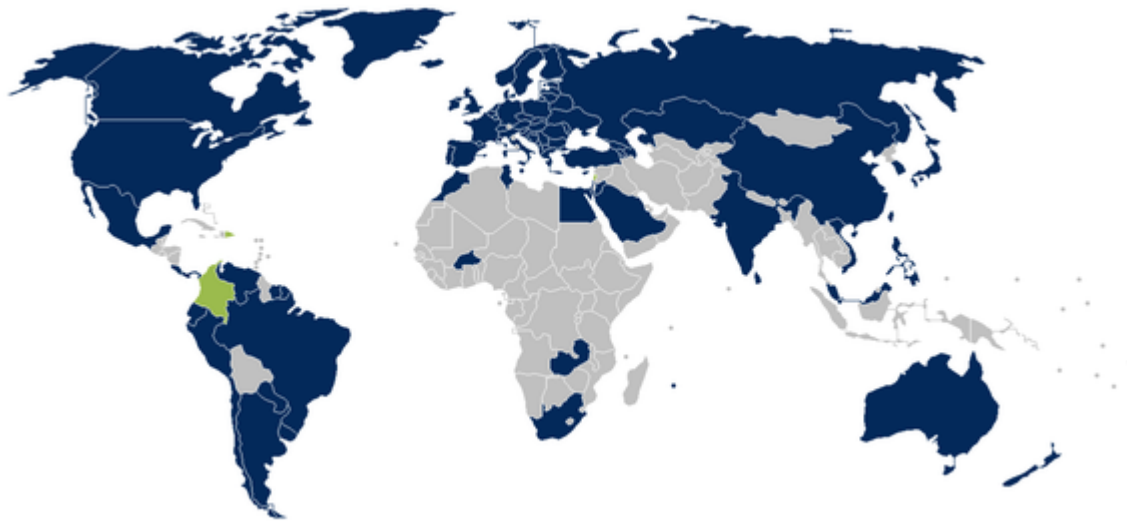


[Support@CapricornID.com](mailto:Support@CapricornID.com)



## HCCH MEMBERS

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The Hague Conference has currently 83 Members: 82 States and 1 Regional Economic Integration Organisation. For the dates of membership, please consult the **status table of the Statute** of the Hague Conference. For an overview of the Membership evolution, click **here**.

Albania  
Andorra  
Argentina  
Armenia  
Australia  
Austria  
Azerbaijan

A

Belarus  
Belgium  
Bosnia and Herzegovina  
Brazil  
Bulgaria  
Burkina Faso

B

Canada  
Chile  
China, People's Republic of  
Costa Rica  
Croatia  
Cyprus  
Czech Republic

C

Denmark

D

Ecuador  
Egypt  
Estonia  
European Union

**E**

Finland  
Former Yugoslav Republic of Macedonia  
France

**F**

Georgia  
Germany  
Greece

**G**

Hungary

**H**

Iceland  
India  
Ireland  
Israel  
Italy

**I**

Japan  
Jordan

**J**

Kazakhstan  
Korea, Republic of

**K**

Latvia  
Lithuania  
Luxembourg

**L**

Malaysia  
Malta  
Mauritius  
Mexico  
Monaco  
Montenegro  
Morocco

**M**

Netherlands  
New Zealand  
Norway

**N**

Panama  
Paraguay  
Peru  
Philippines  
Poland  
Portugal

**P**

Republic of Moldova  
Romania  
Russian Federation

**R**

Saudi Arabia  
Serbia  
Singapore  
Slovakia  
Slovenia  
South Africa  
Spain  
Sri Lanka  
Suriname  
Sweden  
Switzerland

**S**

Tunisia  
Turkey

**T**

Ukraine U  
United Kingdom of Great Britain and Northern  
Ireland  
United States of America  
Uruguay

Venezuela  
Viet Nam

V

Zambia

Z