



Controller of Certifying Authorities New Identity Verification Guidelines Version 1.00 for Issuance of DSCs- Personal/Organizational Personal from 01-07-2015 | 08-06-2015 |

Controller of Certifying Authorities (CCA) has issued a new Identity Verification Guidelines version 1.00 dated 15-04-2015. The guidelines provide for instructions/guidance for certifying authorities in issuing DSCs. Further, CCA has issued an office order dated 19-05-2015 whereby all certifying authorities (CAs) have been directed to implement the said guidelines before 01-07-2015. In other words, from 1st July, 2015, new guidelines must be followed. Highlights of the new guidelines are as under:

General guidelines to Certifying Authorities:

Some of the important general guidelines issued to CAs are as under:

1. email addresses that are included in Digital Signature Certificates (DSC) are unique to the DSC applicant
2. A digitally signed application form can be accepted for new DSC prior to expiry of existing DSC provided such DSC used to sign the application form should have been issued after Jan 2014.
3. The application forms shall be preserved and archived by CAs. The archival period of 7 years will begin from the date of expiry of the Digital Signature Certificate.
4. All signatures including DSC applicant, attestation and authorisation should be with **blue - ink only**.
5. In case applicant's signature is different from that in ID Proof, a physical verification needs to be carried out.
6. In the case of applicant is unable to sign due to disability, paralysis, or other reasons, the DSC issuance should be through Aadhaar eKYC service.
7. Power of attorney is not allowed for the purpose of DSC.

Guidelines for issuance of Digital Signature Certificates (Personal/ Organizational Personal DSC)

Personal Digital Signature Certificate – through RAs of CA

- (1) Registration Authority (RA) is the entity that collects and verifies each Subscriber's identity and information that are to be entered into his or her public key certificate. An RA interacts with the CA and recommends the subscriber request for certificate issuance to CA. A RA should have legal agreement with CA.
- (2) For issuing a Class 2 DSC, physical verification of original documents against the copy of documents submitted is mandatory before attestation.
- (3) For issuing a Class 3 DSC, not only the physical verification of original documents against the documents submitted is mandatory but physical verification of person is also compulsory.
- (4) For all Classes of certificates, other than identity & address proof, the identity credentials which appear in the certificate, like PAN number, e - mail, mobile number etc. as defined in the CPS should be verified.
- (5) The mobile number of DSC applicant in the DSC application form is mandatory for Class 1, Class 2 and Class3 certificates facilitated through RAs of CAs (other than Banking and organisational). The authentication credentials should be sent to mobile of the applicant. CA should call the subscriber on mobile provided on DSC the application form and confirm that he or she has applied for the DSC. CA should approve the DSC issuance only after the confirmation of DSC applicant.
- (6) In case of using Aadhaar eKYC based service for verification of individuals, guidelines to be followed is given in the section 5 (Guidelines for e - authentication using Aadhaar e - KYC services).
- (7) Each applicant for a personal digital signature certificate must provide proof of Identity and proof of address as detailed below:

Document as proof of identity (Any one):

- (a) PAN
- (b) Aadhaar (eKYC Service)
- (c) Passport
- (d) Driving License



Documents as proof of address (Any one):

- (a) Aadhaar (eKYC Service)
- (b) Telephone Bill
- (c) Electricity Bill
- (d) Water Bill
- (e) Gas connection
- (f) Bank Statements signed by the bank
- (g) Service Tax/VAT Tax/Sales Tax registration certificate.
- (h) Driving License (DL)/ Registration certificate (RC)
- (i) Voter ID Card
- (j) Passport k) Property Tax/ Corporation/ Municipal Corporation Receipt

With the above documents the following conditions will apply.

I. Validation of signature on application forms: At least one identity or address proof should contain signature of applicant. If absent, subscribers should submit their signatures validated by the bank where they hold a bank account. The CA/RA should use that verification document to confirm the signature of subscriber present on the application form.

II. Validity of the Address Proof: In case of any utility bills like electricity, water, gas, and telephone bill, in the name of the applicant, the recent proof, but not earlier than 3 months from the date of application should be attached.

III. Using single document copy to be used for both Identity & Address proof: This may be considered. However, if the address in the Photo - id is different from the address given in the application then a separate address proof may be insisted for.

IV. Attestation against original copy:

Copy of supporting document should be attested by any one of the following:

- Group 'A' /Group 'B' Gazetted officers
- Bank Manager/Authorised executive of the Bank
- Post Master

(8) DSC shall be issued by CAs only after the application form (with ink signature) and copy of supporting document(s) (duly attested) have been physically received and verified at the CA premises. An officer appointed by each CA, would be responsible for confirming the correctness of the documents provided, before issuing the DSC.

(9) For Class 3 Physical verification, a CA should make available a tamper proof video capture facility in their application. The video recording of interactive session with DSC applicant by using the facility provided by CA application should be not less than one minute. The CA should verify the same prior to issuance of DSC to DSC applicant.