

F.No. CCA/DC(T)/2013-98/3024
Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology
Office of Controller of Certifying Authorities
New Delhi

11th December 2013

13th

OFFICE ORDER

Subject :- Verification of credentials prior to issuance of Digital Signature Certificate (DSC).

In continuation of the Office Order No. CCA/DC(T)/2013-98 dated 6th September 2013, for documents acceptable as proof of identity and proof of address and their attestation, the following directions are issued for strict compliance .

Proof of identity-

1. *Passport*
2. *Copy of Driving Licence.*
3. *PAN Card.*
4. *Post Office ID Card.*
5. *Copy of Bank Account Passbook containing the photograph and signed by the individual with attestation by the concerned Bank official.*
6. *Photo ID Card issued by the Ministry of Home Affairs of Centre/State Governments.*
7. *Any Government issued photo ID Card bearing the signature of the individual.*

Proof of address -

1. *Telephone Bill.*
2. *Electricity Bill.*
3. *Water Bill.*
4. *Gas connection.*
5. *Bank Statement signed by the bank.*
6. *Service Tax/VAT Tax/Sales Tax registration certificate.*
7. *Driving Licence/RC*
8. *Voter ID Card*
9. *Passport.*
10. *Property Tax/ Corporation/ Municipal Corporation Receipt.*

Contd..

With the above documents the following conditions apply.

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

b) Using single document copy 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 upon & collected.

c) Attestation of Copy : This will be done only by Gazetted officer, OR Bank Manager OR Post Master.

The above will come into force from 15th January 2014


(T. A. Khan)

Controller of Certifying Authorities