

**GUIDELINES FOR DOCUMENTS REQUIRED AND TO BE SUBMITTED BY THE
APPLICANT FOR CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC)**

For both new and renewal case:

1. Application Form duly filled in.
2. Latest Photograph of Applicant (Must be pasted on Form with Cross Signature).
3. Duly Attested (sign and seal) Photocopy of anyone of the following ID Proof of Applicant:
 - PAN Card Copy
 - Driving License
 - Passport
 - Govt. Issued ID Card
4. Duly Attested (sign and seal) Photocopy of anyone of the following Address Proof of Applicant:
 - Passport
 - Driving License
 - Voter ID Card

PLEASE NOTE:

1. Fill up the Complete Application Form in blue ink only . Put Unique Email Id and Mobile No. An applicant must put his/her mobile number which is in use/valid, as phone verification process is mandatory.
2. All the mandatory fields in the form have to be duly filled up.
3. Put applicant sign with date (Using Blue Ink Pen Only) in the Section 3 Of the Application Form.
4. Usage of whitener and overwriting/corrections in the application form is strictly not accepted.
5. The DSCs are valid for a period of 2 years. On expiry of the DSC an applicant has to fill up the DSC form afresh with all the necessary documents as listed above. The old DSC USB Token needs to be returned to AMTRON office or fresh Certificates are downloaded in the old token centrally as the case may be.
6. On transfer of an official from one district to another, the DSC issued needs to be retained by the officer and his/her enrollment in the e-District portal are to be carried out by the technical team deputed at district locations.
7. On loss of a DSC, an applicant needs to fill up the DSC form afresh with all the necessary documents as listed above. In addition a FIR copy stating the loss of the DSC needs to be submitted along with the application form.