

# CCA GUIDELINES FOR DSC PROCESS

## FOR NEW/RENEW CASES

### GUIDELINES AND DOCUMENTS

1. All the fields in the form are mandatory and no field must be left blank.
2. The complete form must be filled-in with **Blue-Ink** only.
3. The applicant has to tick for **Class 3, Validity 1 Year**, and **Sign & Encrypt** options.
4. The applicant has to provide his/her **Unique Email ID and Mobile No.**
5. The applicant has to affix his/her recent passport size photograph and **sign across the photograph extended to application form** as mentioned in the application form.
6. The applicant has to enclose a copy of his/her **Organization's ID Card** and it must be attested by his/her **vertical head (i.e. one post senior officer)**.
7. The applicant has to enclose a copy of any one from (**PAN Card/Driving License/Passport**) and it must be attested by his/her **vertical head (i.e. one post senior officer)**.
8. The applicant has to put his/her **Signature with Seal of Organization** on the first page of the form in the space provided.
9. On the 2<sup>nd</sup> page of the form the **Details of the Authorizing Person (i.e. vertical head -one post senior officer)** is mandatory with his/her **Signature with Seal of Organization**.
10. The copy of **Organization's ID Card of the Authorizing Person (i.e. vertical head of the applicant)** is mandatory and must be **self-attested with Seal of Organization**.

### MOST IMPORTANT

1. Along with the application form a single page form i.e. **LETTER FOR VERIFICATION** must be enclosed in which the **NAME, DESIGNATION, and MOBILE NO.** of the **Authorizing Person (i.e. vertical head of the applicant)** with **Signature and Seal of Organization** must be clearly visible.
2. This letter must be printed on **Organization's letter pad**.
3. The vertical head of the applicant must be same throughout the process.

**THE INCOMPLETE APPLICATION  
WOULD BE LIABLE FOR REJECTION IN  
ANY CASE.**