









**Suggested Usage:** In addition to the 'suggested usage' mentioned in class-1, class-2 & class-3. Signing certificate may also be used for digital signing for discharging his/her duties as per official designation and also encryption certificate may also be used for encryption requirement as per his/her official capacity.

**Category** Issued to Government entities/Head of the Institutions, Statutory/Autonomous bodies, Government registered Companies

**Guidelines for verification for Head of Office or JS (Admn.)  
for Government Sector/Superior Authority for Banking Sector of Applicant/  
Company Secretary of Govt. registered Company/ SIO/ DIO/HOD/NIC-Co-ordinator of NIC**

- The Head of Office (HO) of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation.
- They have to maintain complete record of documentary proofs, one copy of dully-filled DSC form by the applicant and verified by them, in their offices. The 2<sup>nd</sup> copy of application, they have to send to NICCA [for Class I] or SIO/ DIO/HOD/NIC-Co-ordinator NIC [for Class II and III].
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant

**Verification Process:**

**Class-1 Certificate:** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.

**Class-2 Certificate:** HO ensures for the certainty of the details given in the DSC Request Form and authenticates the details, which is further authenticated by HOD/SIO/DIO/NIC-Coordinator. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under **point no 8** (Identification details) for individual certificate.

For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.

**Class-3 Certificate:** In addition to the verification process required for the class II certificates, the subscriber's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.

- On receipt of DSC application form, SIO/ DIO/HOD/NIC-Co-ordinator is required to ensure that the application form is signed by the HO(Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.
- SIO/ DIO/HOD/NIC-Co-ordinator has to maintain information for the applicants (Class-II or Class-III Certificates only) being authenticated by them by keeping photocopy of documentary proofs, DSC forms etc. They have to forward original copy of DSC form to NICCA for further processing.
- HO/ SIO/ DIO/HOD/NIC-Co-ordinator are requested to check class of certificates as per the instructions at point 12 on Page-4 of '**Instruction for DSC Applicant**'.