

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

11<sup>th</sup> December 2013

**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 6<sup>th</sup> 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 15<sup>th</sup> January 2014

*T.A.K.*  
11.12.13  
(T. A. Khan)

Controller of Certifying Authorities

To,

All CAs

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