

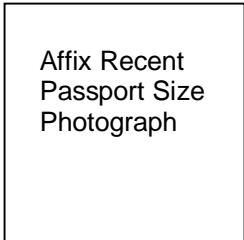
**NIC-CA**  
**National Informatics Centre**  
**Department of Information Technology**  
**Ministry of Communications and Information Technology**  
**Government of India**

Ref No.....  
 (To be filled by NICCA)

**DIGITAL SIGNATURE CERTIFICATE REQUEST FORM**

**NOTE:**

1. This application form is to be filled by the applicant.
2. Form should be submitted in duplicate.
3. Please fill the form in BLOCK LETTERS.
4. All subscribers are advised to read Certificate Practice Statement of CA.
5. Application form must be submitted in person.
6. Incomplete/Inconsistent applications are liable to be rejected
7. Validity period should not exceed the date of superannuation of the applicant.



1. Class of Certificate Required : Class I  Class II
2. Certificate Required : Individual/Server/Web Server/Client
3. Certificate Validity (Maximum two years) : One year/Two year/Specify Validity\_\_\_\_\_
4. Name : \_\_\_\_\_  
 (First Name) (Middle Name) (Surname)
5. Designation (Optional) : \_\_\_\_\_
6. Email Address(Official E-mail ID preferred) : \_\_\_\_\_
7. Office Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Ministry/Department (Optional) \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone:\_\_\_\_\_ (Official) \_\_\_\_\_(Residential)
8. Identification Details (Any one) : Employee Id / Code No. \_\_\_\_\_  
 Passport No. \_\_\_\_\_  
 PAN Card No \_\_\_\_\_  
 Voter.s ID Card No. \_\_\_\_\_  
 Driving License No. \_\_\_\_\_  
 PF No. \_\_\_\_\_
9. In case the application is for a device : Web Server \_\_\_\_\_  
 then details of Server/Device for which Services \_\_\_\_\_  
 the certificate is being applied for must IP Address \_\_\_\_\_  
 be filled. URL/Domain Name \_\_\_\_\_  
 Physical Location \_\_\_\_\_
10. The following details will be used in : Organisation \_\_\_\_\_  
 Certificate subject : Organisation Unit \_\_\_\_\_  
 Locality/City \_\_\_\_\_  
 State \_\_\_\_\_  
 Country INDIA

Date :  
 Place :

(Signature of the Applicant)

**Declaration by the Subscriber**

I hereby declare and understand that

1. I have read the subscriber agreement (<http://nicca.nic.in/subscriber.htm>).
2. I will keep the private key safe and will not share with others.
3. I will verify the contents and the correctness of the certificate before accepting the DSC.
4. I understand that my organization name will be part of my DSC.
5. I will send a signed mail to NIC-CA ([support@camail.nic.in](mailto:support@camail.nic.in)) to acknowledge the acceptance of the DSC.
6. I will not use the private key before acceptance of the DSC.
7. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
8. If the private key my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. **(Doc Id NICCA-FRM-50037.Pdf, available at <https://nicca.nic.in/allforms.htm>)**
9. No attempt will be made to gain unauthorized access to NIC-CA facilities.
10. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
11. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
12. I certify the following:  
(Tick whichever is applicable)

- I have not applied for a DSC with NIC-CA earlier.
- I have been issued a DSC by NIC-CA with Serial no. \_\_\_\_\_ The status of this DSC is  
Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with terms and conditions of the Duties of Subscriber (as in section 40-42 of the IT Act2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will be free to take any action including cancellation of the DSC.

Place: \_\_\_\_\_ (Signature of the Applicant)  
 Date: \_\_\_\_\_ Name

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**For Head of Office or JS (Admn.) for Government Sector/Superior Authority for Banking Sector of Applicant**

This is to certify that Mr./Ms \_\_\_\_\_ has provided correct information in the .Application form for issue of Digital Certificate for subscriber of Government and Banking Sector. to the best of my knowledge and belief. I hereby authorize him/her, on behalf of my organization to apply for obtaining Digital Certificate from CA for the purpose specified above.

Date : \_\_\_\_\_  
 Place: \_\_\_\_\_  
 Name of Officer with Designation: \_\_\_\_\_  
 \_\_\_\_\_ (Signature of Officer with stamp of Org./Office)

Office Email: \_\_\_\_\_

**Verification by SIO / HOD of NIC**

\_\_\_\_\_ (Signature of HOD/SIO, NIC)  
 Name:  
 Date:  
 Office Seal:

*This form has to be forwarded to NIC-CA at the following address:*

National Informatics Centre Certifying Authority(NICCA)  
 National Informatics Centre  
 1st Floor, A-Block,  
 CGO Complex, Lodi Road,  
 New Delhi - 110003,

Telephone : 24366176

## Instruction for DSC Applicant

- NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this Act (<http://nicca.nic.in/repository/itact2000.pdf>).
- **Class 1 Certificate is for individual govt. employee** and Class2 Certificate is for head of the institution/organization only.
- To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express/Netscape etc.). Also, please ensure that your Email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
- The DSC form is required to be filled in duplicate which is downloadable from
- <http://nicca.nic.in/repository/dscrequest.pdf>
- After filling the form, the applicant has to submit the application to his parent department/Ministry for further processing.
- The Head of Office or JS (Admn.) verifies the details filled by the applicant. One copy is retained at the parent department while the other one is forwarded to SIO/HOD of NIC for forwarding it to NICCA.
- The forwarded DSC application form is processed at NIC-CA for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted.
- The applicant logs in to NIC-CA website to request for the DSC.
- <http://nicca.nic.in/NIC/Subscriber/Subscriber/GetCertificate/login.jsp?RACODE=RAAP1>. The applicant is advised to change the password.
- Applicant can login in to view the status of his application.
- <http://nicca.nic.in/NIC/Subscriber/Subscriber/CertManagement/loginMgmt.jsp?RACODE=raap1>
- It is very important to keep the private key securely.
- If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011-24366176/1600112489 or e-mail at [support@camail.nic.in](mailto:support@camail.nic.in) and Login with his user-Id and password at NIC-CA website. <http://nicca.nic.in/NIC/Subscriber/Subscriber/CertManagement/loginMgmt.jsp?RACODE=RAAP1> and select Revocation option. The User has to send .Request for Revocation/Suspension/Activation. form (Doc Id: NICCA-FRM-50037)
- For viewing all valid DSCs and CRLs, the user can access the website (<ldap://www.nicdir.nicca.nic.in>) and <http://nicca.nic.in/downloadcrl.htm>) respectively.
- For any further clarification, user can write to [support@camail.nic.in](mailto:support@camail.nic.in) or visit the NIC-CA website (<http://nicca.nic.in>).
- DSC issued on CD Media to the NIC officials, is not compatible to FIPS 140 level 2 standard and may be used for intranic e-governance applications only.
- DSCs are issued on FIPS-140 Level-2 compliant smart card, which allows only **maximum ten number of incorrect attempts** for entering passphrase/pin. On exceeding this limit, the smart card gets blocked which can't be unblocked even by NIC-CA and hence DSC will have to be revoked and reissued.
- I understand that on cessation of my employment, I shall inform my present employer and NICCA for revocation of my Digital Signature Certificate.