

Digital Signature Certificates (DSC) Frequently Asked Questions (FAQ)

What is a DSC?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. A DSC can be presented electronically to prove one's identity, to access information or services on the Internet or to sign certain documents digitally.

Types of DSC

Class 2: The identity of a person is verified against a trusted, pre-verified database.

Class 3: This requires the highest level of verification, where the person needs to present himself or herself in front of a Certifying Authority (CA) and prove his/her identity.

Note – Interested bidders need to obtain Class 3 DSC to be able to participate in the e-auction process for grant of Quarry Leases by the Government of Gujarat.

Who can issue DSC?

Certifying Authorities (CA) have been granted a licence to issue a DSC under Section 24 of the Indian Information Technology Act, 2000. One can procure Class 2 or Class 3 DSC from any of the following certifying authorities – National Informatics Centre, IDBRT Certifying Authority, SafeScript CA Services, Sify Communications Ltd., (n) Code Solutions CA, E-MUDHRA, TCS, CDAC, NDSL and Capricorn.

Validity

The CAs are authorized to issue a DSC with a validity of 1 (one), 2 (two) or 3 (three) years. DSCs with longer validity period are more costly.

Process for Obtaining DSC

1. DSC applicants can directly approach any CA with original supporting documents.
2. DSCs can also be obtained, wherever offered by CA, using Aadhaar eKYC based authentication, and supporting documents are not required in this case.
3. A letter/certificate issued by a Bank containing the DSC applicant's information as retained in the Bank database can be accepted. Such letter/ certificate should be certified by the concerned Bank Manager.

Document Checklist

The following documents are required for obtaining DSC

For an Individual

- Application Form (duly filled)
- Identity Proof
- Address Proof
- Attesting Officer Proof
- Photo

For an Organisation

- Application Form (duly filled)
- Authorisation Letter
- Identity Proof
- Organizational Proof
- Attesting Officer Proof
- Authorized Signatory Proof
- Photo of an authorised person

List of acceptable documents for the above mentioned proofs are:

Identity Proof (Any one of below)

- Passport
- PAN Card
- Driving Licence
- Post Office ID Card
- Bank Account Passbook containing the photograph and signed by the individual with attestation by the concerned Bank official
- Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments
- Any Government issued photo ID card bearing the signature of individual

Address Proof (Any one of below)

- Aadhaar Card
- Voter ID Card
- Driving Licence (DL)
- Water Bill (not older than 3 months)
- Electricity Bill (not older than 3 months)
- Bank Statements signed by the bank (not older than 3 months)
- Goods and Services Tax registration certificate
- Property Tax/ Corporation/Municipal Corporation Receipt

Necessary instructions for filling the DSC Application form are listed below for reference:

1. Signature of the applicant should be in Blue Ink only
2. Signature of the applicant should be same as mentioned in the ID proof
3. Photo of the applicant in application form should be cross signed
4. All supporting documents should be attested by either of Gazetted Officer/ Bank Manager/ Post Master
5. For proof of attesting officer either one of the following is mandatory
 - Contact details of Attesting Officer including the name, designation, office address and contact number. This should be a part of attestation. If provided separately, it should be attested either by Applicant or Attesting Officer.
 - Self Attested copy of Organisational Identity card of attesting officer

Cost of Obtaining a DSC

The cost of obtaining a DSC varies from CA to CA and is also dependent on the validity period of the DSC.

Time for Processing DSC

Generally, the time taken by CA to issue a DSC may vary from three to seven working days. Also, on fulfilment of terms and conditions, DSC is issued by some CAs on same day based on eKYC for Aadhaar Holders.