

## **Step by Step Process of filling registration form for Digital Certificate:-**

1. **Class 2** - Put Tic Mark.
2. **Validity 2 years** - Put Tic Mark.
3. **Sign and encrypt** - Put Tic Mark.
4. Applicant name
5. Applicant email ID
6. Applicant mobile no.
7. Paste **Recent Passport size photograph** of the applicant having **full signature** on it.
8. GST No. – Not required.
9. Identity details of applicant DOC No. - Put PAN card or Aadhaar card No.  
[**IMPORTANT: Attach a self-attested copy (having full signature of applicant) of PAN card or Aadhaar card. Attestation will be done by Authorising Person from Head Office**].
10. **Organization name** - Public Works Department.
11. **Organization email ID** - keep this blank or write if available.
12. **Government ID card detail**- Write Government ID card no.  
[**IMPORTANT: Attach a self-attested (having full signature of applicant) copy of Government ID card. Attestation will be done by Authorising Person**].
13. Department- Buildings or R&B.
14. Office Address- As per Govt. ID card.
15. Area/ Landmark- As per Govt. ID card.
16. State- As per Govt. ID card.
17. PIN - As per Govt. ID card.
18. Date - write date
19. Place - write place.
20. **Signature of applicant** - Full Signature as per Govt. ID card.
21. **In Authorization letter** - Write applicant name, same mobile no. as provided earlier & organization name (PWD Buildings or PWD R& B).
22. **Details of Authorising Person: *Don't write anything.***
23. **FILL THE FORM WITH BLUE PEN ONLY.**