

PROCESS FOR TOKEN MISSING (or) RENEWALS

- 1. Rs.800/- DD should be taken in favor of MD APTS HYDERABAD (FOR NEW TOKEN)**
- 2. Rs.600/- DD should be taken in favor of MD APTS HYDERABAD (RENEWAL FOR 1-YEAR)**
- 3. Rs.700/- DD should be taken in favor of MD APTS HYDERABAD (RENEWAL FOR 2-YEARS)**
- 4. Fill CAPRICORN application and proofs (process of application filling is mentioned above)**
- 5. Particular person should go to Vijayawada with required documents (application, proofs and dd)**
- 6. If in case the Particular person is not available to go Vijayawada then he can send any other person of the same department with an self authorization letter .**

ADDRESS OF APTS

4TH FLOOR,

ECO Ridze Apartment,

BMPS Road,

Near Andhra Bank,

Prasadam Padu Bus Stop,

VIJAYAWADA.

DOWNLOAD CAPRICORN APPLICATION FORM:

Link-> (<http://www.aps.gov.in/Digital%20Certification/Capricorn%20app%20form.pdf>)

(Or)

www.aps.gov.in -> Digital certificate registration->Application forms->Govt organization form

INSTRUCTIONS FOR FILLING APPLICATION FORM

1. Application should be filled with only blue ink.
2. Please don't fill the certificate type column.
3. Photo sign, applicant sign and proof sign should be matched. Sign on photo should be half on photo and half on application.
4. Signature on application and proof should be matched.
5. Only government mail ids have to be applied.
6. Applicant department ID card has to be submit as the id proof.
7. Attested sign on application and proof should be same.
8. Id proof of attested signature holder should also submit.
9. If the applicant doesn't have a Department id card then they have to submit letter of identity proof by organization. You can download that form from the link:
(<http://www.aps.gov.in/Digital%20Certification/capricorn%20Authorisation%20letter.pdf>)
10. The person who attested on proof his name and mobile number have to be noted.
11. If the applicant sign and attested sign is same then he should submit a gov letter that he is the head of the department.
12. If the whitener is used on application the applicant have to sign where the whitener is used.
13. A letter has to submit that they are applying the application for token to e-office purpose only.

From collector office Visakhapatnam E-mudra.

