

## DIGITAL CERTIFICATE PROCESS

Please note that Digital Certificate is made mandatory by IRCTC to make Rail Bookings. In order to apply for Digital Certificate, please arrange the below documents:

1. 2 self-attested color photograph of applicant with **blue ink only**.
2. Photo ID card of Applicant self-attested with **blue ink** and counter attested by Gazette officer/Banker or Post Master. **The Gazette officer attestation can happen in any ink other than BLACK.**
3. PAN card self-attested with **blue ink** and counter attested by Gazette officer/Banker or Post Master. **The Gazette officer attestation can happen in any ink other than BLACK.**
  - i. If copy of Individual Pan is being sent then Name on Pan must be exactly the same as being specified in First name, Middle name and last Name fields on BirdRes Registration site.
  - ii. If copy of Company Pan is being sent then Name on Pan must exactly match with company name being mentioned on registration site.
4. Address Proof of registered address self-attested with **blue ink** and counter attested by Gazette officer/Banker or Post Master. **The Gazette officer attestation can happen in any ink other than BLACK.**
5. Registration Form for class 3 Digital Certificate in Original and duly signed by subscriber (link below). **Form should be filled using Blue ink only.**  
[Registration Form](#)
6. **Name, Designation, Office Address and Contact Number of the attesting officer should be clearly visible in each document.**
7. As IRCTC has made Aadhaar authentication mandatory for all new registrations, therefore make sure that valid mobile number is updated in Aadhaar for OTP verification. Bookings will not happen without Aadhaar authentication.
8. **Important note:** Gazette officer attestation is NOT required when Digital certificate issuance is done through Aadhaar eKYC. Aadhaar should have a valid mobile number registered as OTP will be sent for activation.  
Name in Aadhaar card should match with the name in Pan card, not applicable for company's pan card

**NOTE: Please mention your Amadeus/BirdRes office ID on the Digital certificate form.**

Kindly arrange for these documents to be sent to below address:

To,

Registration In-charge  
Birdres Technologies Pvt. Ltd.  
422, Udyog Vihar, Phase-III,  
Gurgaon, Haryana-122016

Acceptable list of **Photo ID's** and **Address proofs** are given below:

Photo ID	Address Proof
Pan Card	Passport
Passport	Driving License
Driving License	Voters ID card
Bank Passbook attested by the Banker	Mobile / Telephone bill /Gas connection
Post Office ID card	Property Tax/ Corporation/ Municipal Corporation Receipt
Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official.	Aadhaar Card
Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments.	Service Tax/VAT Tax/Sales Tax registration certificate.
Any Government issued photo ID card bearing the signatures of the individual.	Electricity/water bill
Aadhaar Card	Bank Statement attested by a Banker

## **Checklist for the Subscriber/Applicant:**

The below checklist for the Subscription form is to ensure that all the mandatory information are provided. This will help for a speedy issuance of digital certificate and activation

- 1) All mandatory fields are filled
- 2) Signature in the Application form matches with the Government Issued Photo ID proof.
- 3) Subscriber has placed the signature half crossed over the Photo and the subscription form
- 4) **Photo ID:** Any other photo id issued by the Central/State Government of India which has the subscriber complete signature is acceptable
- 5) **Validity of the Address Proof:** Recent proof, but not earlier than 3 months in case of electricity/mobile/telephone bill or Gas connection.
- 6) **Attestation:** Both Photo ID and Address proof self should be **self-attested** by the subscriber and also get counter attested by a **Gazetted Officer, Banker.**
- 7) **PAN card/ Address proof** should match with the BirdRes Profile and supporting documents.
- 8) **Email ID :** Email id should be unique and make sure given information should not be registered with any other rail e-ticketing portal or providers interface including IRCTC portal (Agent / Personal ID)
- 9) **Mobile No:** Mobile number should be unique and make sure given information should not be register with any other rail e-ticketing portal or providers interface including IRCTC portal (Agent / Personal ID).
- 10) **Document upload :**
  - a. The size of each file bring uploaded should be less than 100kb
  - b. Format must be only in Jpeg or Jpg,
  - c. Image should be clear and readable. Dark and illegible will call for a reload request.

If you have any query please call us on 0124-3913333 / 011-46092654 or email us at: [contact@birdres.com](mailto:contact@birdres.com)

## **DISCLAIMER**

Digital Certificate Dongle should be used only at the address, registered at IRCTC. Agent agrees to keep BirdRes indemnified against any penalty for failure to do so.

In case there has been change in address or Agent desires to use Digital Certificate dongle at different location, then Agent shall comply with address change process as per IRCTC via BirdRes.

During vigilance check, if the Digital Certificate Dongle is not found at the registered address then penalty from IRCTC shall be imposed which could be around Rs 40,000.

Please ensure that contact details (phone number and email address) are always updated with BirdRes. All written communication with BirdRes should be done from registered email address only".