

Process for Renewal of Digital Certificate

1. APTS will host the required information for renewing the Digital Certificate. The subscribers will browse APTS web site for knowing the process.
2. The Subscriber approaches APTS RA office or e Seva office for submission of DD (No cash transaction permitted). List of Identified eSeva centers. (Refer Annexure – I) are enclosed. The subscriber can obtain the application form from e Seva office and pay the Renewal fee in the form of DD (no cash transaction) in favor of MD APTS, Hyderabad.
3. If the DD in favor of MD APTS is paid at e Seva centres then the subscriber should obtain the receipt of the same and courier it to APTS RA office along with the Renewal form.
4. APTS RA office can process the online request only on receipt of the Renewal Application form duly enclosed with the DD/DD receipt.
5. The following are the steps to be followed by the applicant to acquire the digital certificate:

5.1 Obtain the Renewal Form and the user guide.

- a. The subscriber or his representative approaches the nearest eSeva center/APTS to obtain the Renewal form, the subscriber can download the application form from the APTS web site also. The cost of renewing the Digital Certificate is **Rs. 600/-** , **This amount can be paid in the form of DD drawn in favor of the Managing Director, APTS. No Cash transactions are allowed at APTS or e Seva.** If the subscriber approaches APTS, then the subscriber brings a DD worth **Rs. 600/-** drawn in favor of the Managing Director, APTS. APTS / eSeva (only notified centers of eSeva) issues "Renewal Form" and "User guide" upon receipt of the DD.
- b. The Renewal form and user guide can also be downloaded from web site.
- c. DD should be drawn in favor of Managing Director, APTS, Hyderabad only.

5.2 Enrollment Procedure

- a. The subscriber then follows the renewal steps mentioned in the user guide and generate the request on the ikey token (already provided) and take the printout of the Enrollment page (Request number page).
- b. Subscriber will have to fill the Renewal Form and the Enrollment page and submit the same to APTS.
- c. APTS will verify the details and the renewal request and process the same.
- d. Once the request is processed the subscriber will receive an email with the authentication PIN.
- e. The Subscriber then logs on to the APTS website and click on Download (step 2) and supplies the authentication PIN to download the digital certificate.
- f. Once the certificate is downloaded the subscriber verifies the same on to the ikey token.

Note: The Subscriber can download the digital certificate on the same USB token using the same computer and the same computer account from which the request was initiated.

For Further information / Clarification Please contact APTS RA Office.

C O N T A C T U S

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General Help Desk
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Certificate Processing Help Desk
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