பதிவுத்துறை
**REGISTRATION DEPARTMENT**

**Inspector General for Registration (IGR)**

**User Manual for Applying Certified Copy (CC) For Documents Online**

**Version 1.0**

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# 1. Introduction

This module will be helpful for the Registered Users who wants to apply for the Certified Copy of registered documents Online. Once the payment made against the application, the Sub Registrar will process request in Office. After the completion of Process, document will be available for download in the respective applicant's login.

# 2. Apply Online CC for Documents

1. Registered Users can login to the Application using their User Details.



*Figure 1: Portal Login Page*

2. Citizen select the Certified Copy from E-services tab and select the Search and Apply CC option.
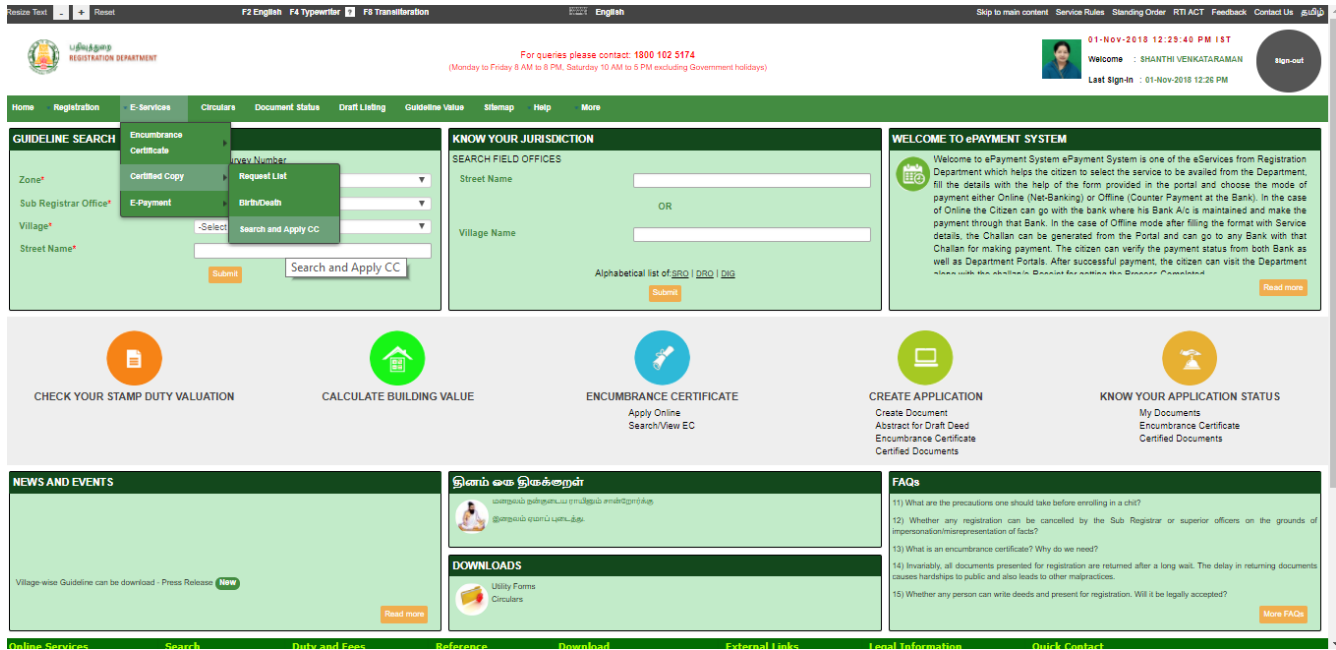


*Figure 2: Selecting Apply for Search and Apply CC option in Portal*
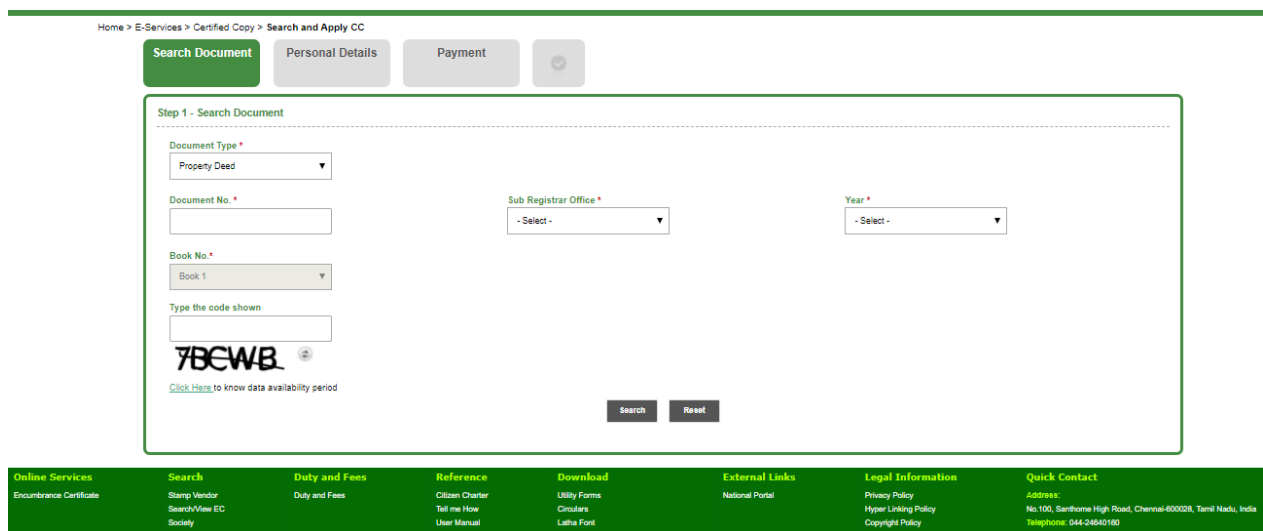
3. Citizen can select the document type from drop down.



*Figure 3: Online CC Document Type –Property*

4. Citizen search the document using Document Number, Sub Registrar office, year.
5. Citizen can view the document details in the Grid and option to Apply Online will be available.



*Figure 4: Searching of the Document*

6. Applicant shall enter the Name, Mobile Number, save the details, and proceed to Payment screen.



*Figure 5: Personal Details*

7. Citizen can view the payment details in the screen and select the pay option and it will navigate to E-payment screen.



*Figure 6: Payment Details*

8. Citizen can enter the Details and submit the request

*Figure 7: E-Payment Details*

9.  Citizen can choose the Bank from the list and proceed with Payment.



*Figure 8: Bank Selection provision to proceed for Payment*

10. Upon successful Payment, the Payment details will be listed along with provision to generate Acknowledgment and Application will be sent to SR Office for Approval.



*Figure 9: Payment Reference Details*

11. Upon approval of the Application by SR, Certified copy will be sent to the Applicant's Login with QR code added in all the Pages and Digital Signature of SR affixed in the end. SMS Notification will be sent to the Applicant.

12. Applicant can view and Download the Digitally Signed CC in their Login under E-Services-> Certified Copy-> Request List.
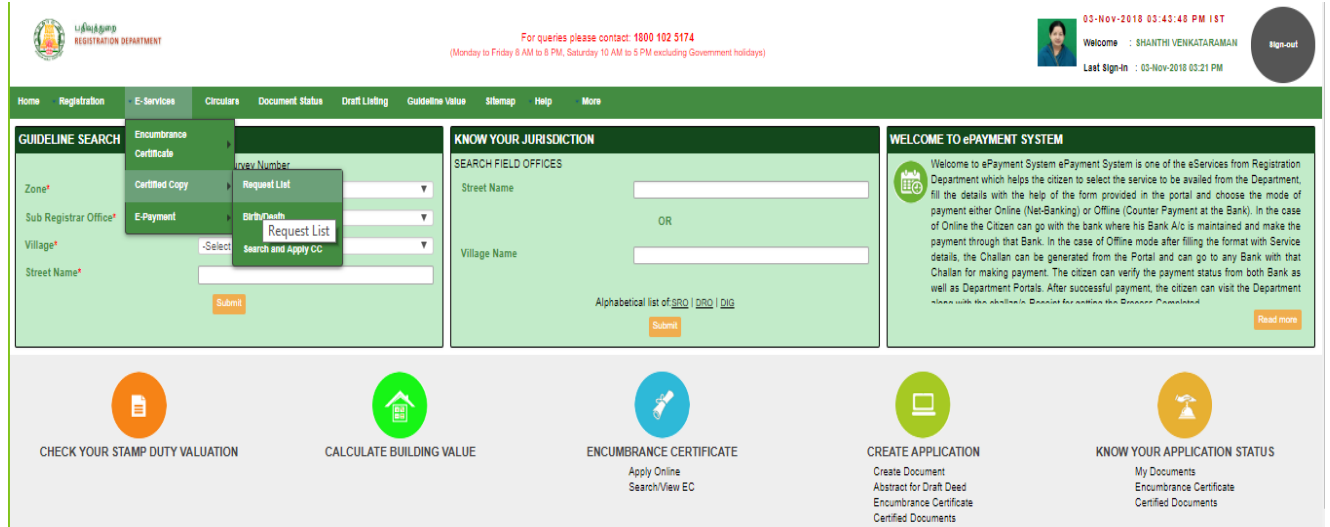


*Figure 10: Request List*

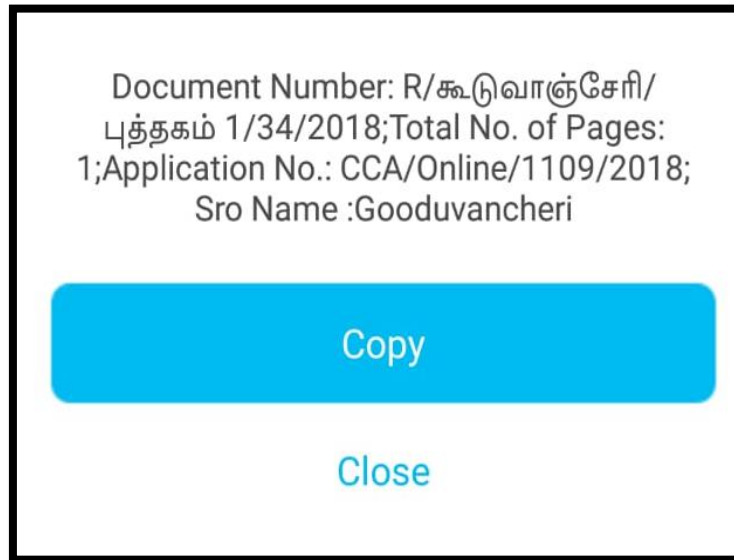13. Applicant can scan the QR code to view the details of Document number, Total number of pages, Application Number, SRO Name.



Figure 11: QR Code Contents