

## **Check List for Duplicate Certificate**

1. Police Report in Original.
2. S.S.L.C (or) H.S.C (or) Matriculation (or) S.S.C.
3. Photocopy of Registration Certificate front side (if available).
4. Photocopy of Registration Certificate backside (if available).
5. Affidavit of Rs.20 Non Judicial Stamp Paper.
6. Address Proof (Aadhar Card/Election ID/Any Nationalized Bank Account Passbook or Indian Passport).
7. Employment Proof (If working in Medical Shop – Upload the latest Drug License, if working in any University/Organization should upload ID card).
8. Photo ( Recently taken clear passport size photo not older than one month with White background and Photo should be without mask/scarf – Photo will appear in Certificate).
9. Signature Horizontally (Scan and Upload only the signature, not the whole page – This will appear in Certificate).