

Digital Certified Copy (CC) – Standard Operating Procedures

	Digital Certified Copy
Process Description	<ol style="list-style-type: none"> 1. Visit https://pearl/registration.kerala.gov.in 2. Select >>Certificates 3. Select <i>Application for Certified Copy</i> 4. Enter the details as per the form 5. System will inform the if a digitized document is available or not 6. If Copy Required Tick Yes in “Is Copy Required” tab 7. Submit the application after payment (submitted application cannot be edited once it is submitted)
Procedure for Fees payment	e-payment only
List of Reference Documents	Previously Registered document
Time line for completing the process	Maximum 3 Working days
Checking of Application Status	Applicant will get an SMS on submission of application with a transaction id which can be used for verifying the present status of application through >> <i>Application Status/Download</i>
Key Contact Person from department	< P.K.Sajan Kumar, Joint Inspector General, 9496428824,
Departmental Work Flow	<p style="text-align: center;"><u>Digitized Documents</u></p> <ol style="list-style-type: none"> 1. The remitted fee will be defaced and accounted by the office supervisor; 2. The Clerk will select the application and Generate the Certified Copy 3. CC Application will be moved to Apply Digital Signature Menu 4. SR’s/Superintendents’/ Head Clerk will apply the Digital Signature; 5. The Digitally Signed Certified Copy will be issued by SR/Superintendents’/ Head Clerk 6. An SMS will be delivered to the applicant on issue of the

	<p>Certificate; The applicant can visit the portal and download the certificate; (http://pearl.registration.kerala.gov.in)</p> <p><u>Non digitized documents</u></p> <ol style="list-style-type: none">1. Visit https://pearl/registration.kerala.gov.in2. Select >>Certificates3. Select <i>Application for Certified Copy</i>4. Enter the details as per the form5. If Copy Required Tick Yes in “Is Copy Required” tab6. Make the application fee only7. Submit the application after payment (submitted application cannot be edited once it is submitted)8. Visit the SRO – Confirm the copy is in good condition to be issued as a certified copy.9. If copy is available remit the copying fee along with Rs.50 Stamp Paper.10. Copy will be prepared using digital image printer and will be printed on the stamp paper.
Help Desk Whatsapp Number	854 7344357 (<i>Dial >> 854REGHELP << from phone key pad</i>)