ಕಂದಾಯಇಲಾಖೆ
Revenue Department
ವಾಸಸ್ಥಳಪ್ರಮಾಣಪತ್ರಕ್ಕಾಗಿಅರ್ಜಿ
Application for Residence Certificate
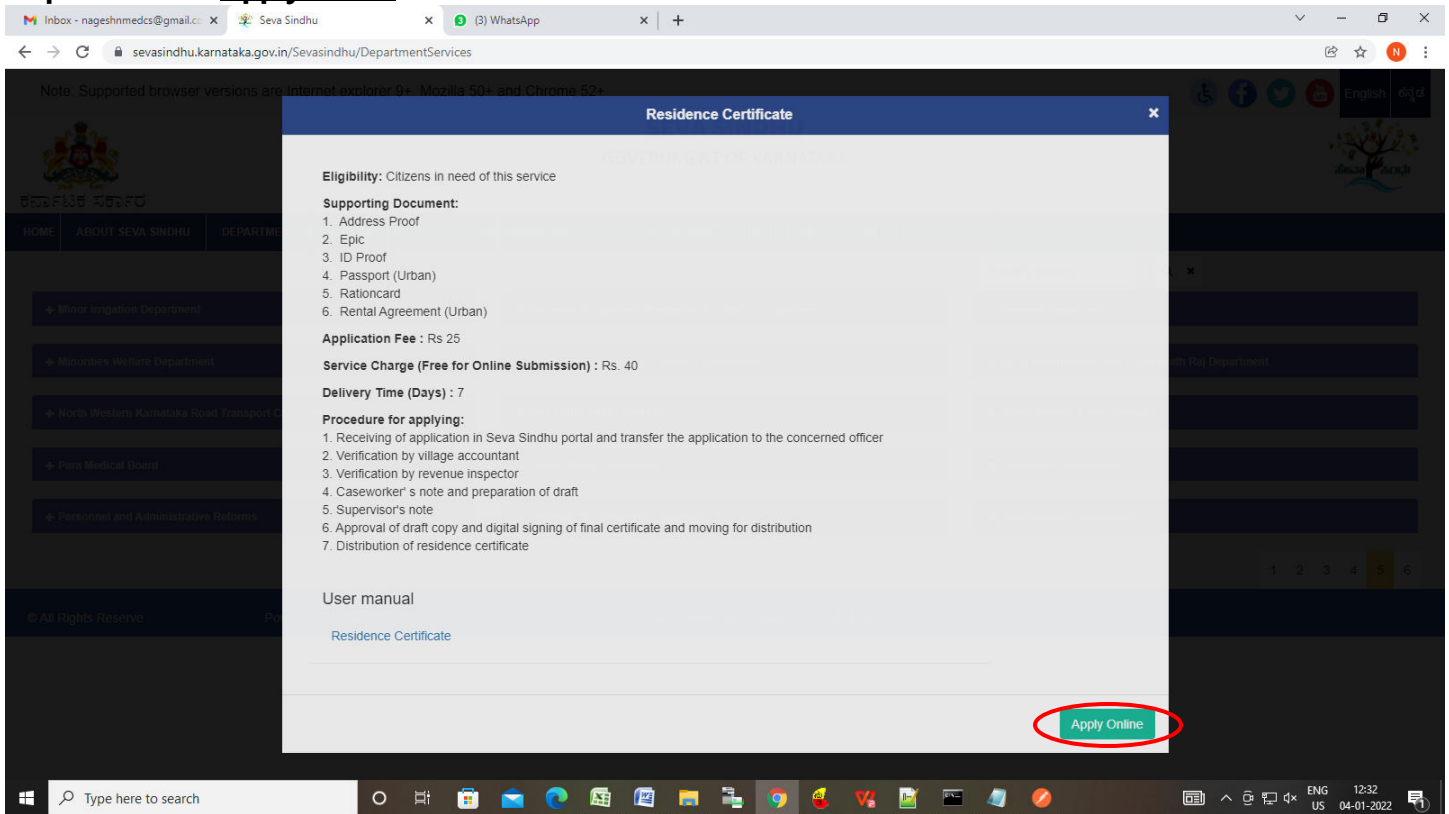
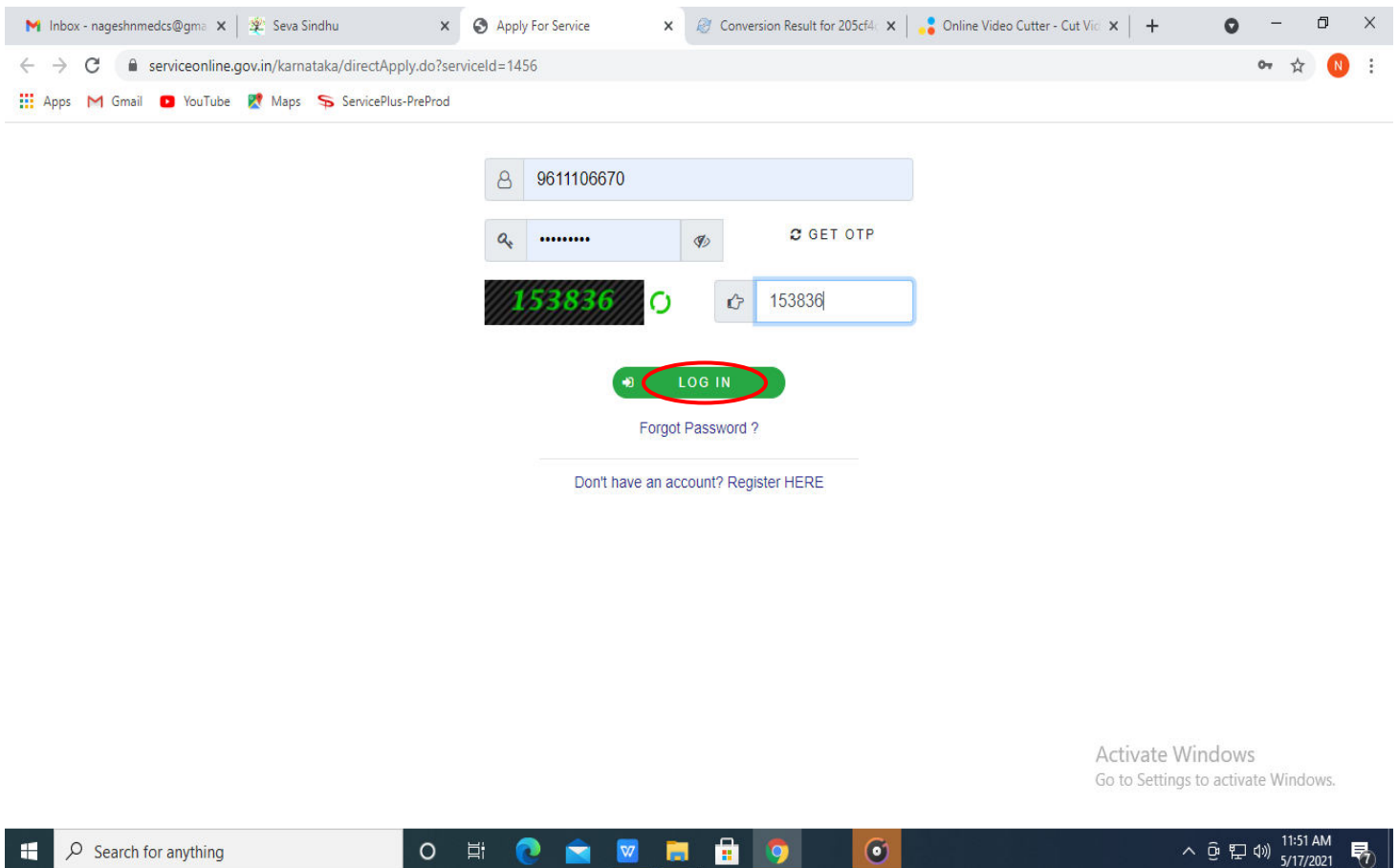**Step 1**: Go to **sevasindhu.karnataka.gov.in** website and click on **Departments & Services**

Step 2: Click on **Revenue Department** and select **Application For Residence Certificate** Alternatively, you can search for **Application For Residence Certificate** in the **search option**

Step 3 : Click on **Apply online**

Step 4: Enter the username, password/OTP, captcha and click on **Log In** button.

Step 5 : Enter **Ration Card no. or Aadhar ID** and click on **Go**

Step 6 : Enter the details and click on **Go**. If **OTC** is available, click on YES. Make the payment directly to get the caste certificate

Step 7 : If **OTC** is not available Fill the **Applicant Details**

Step 8 : Verify the details. If details are correct, Enter Captcha and click on **Submit**

Step 9 : A fully filled form will be generated for verification, If you have any corrections click on **Edit** option, Otherwise proceed to **Attach annexures**

Step 10 : Click on **Attach annexures**

Step 11 : Attach the annexures as required and click on **Save Annexure.**

Step 12: Saved annexures will be displayed and click on **e sign and Make Payment** to proceed

Step 13 : Click on I agree with above user consent and eSign terms and conditions and Select authentication type to continue and click on **OTP**

Step 14: Enter **Aadhar Number** and click on **Get OTP**

Step 15: Enter **OTP** and click on **Submit**

Step 16 : Select **Mode of Payment** and Click on **Make Payment** and proceed

Step 17: Select **Payment method**, enter the details and Click on **Make payment**

Step 18 : After **Payment** is successful, acknowledgement will be generated. Acknowledgment consists of applicant details and application details for applicant's reference.

Step 19 : To download the certificate, go to the **sevasindhu.karnataka.gov.in** and click on **Registered Users Login Here**

Step 20: Once the login page is open, enter your username, password/OTP, captcha and click on **Submit.**

Step 21 : Click on **View Status of Application --> Track application status**. Enter Application Reference Number (you can refer to Acknowledgment/SMS to get Application Reference Number) and click on **Get Data**.

Step 22 : Check Current Status of the application. If it is delivered, Click on **Delivered**.

Step 23 : Under Issue Document(s), click on **Output certificate**

Step 24 : **Residence Certificate** Output certificate will be downloaded. You can print the certificate if required.