

Servant Verification Registration Process

This document provides a step-by-step process for Servant Verification in the Chandigarh Police Integrated Citizen & Police Management System.

Step 1: User Registration

A new user creates an account by entering Email ID, Mobile Number, New Password, Confirm Password and CAPTCHA. After filling the details, the user clicks 'Send OTP' to verify the registered mobile number.

Step 2: User Login

After registration, the user logs in using either OTP or Username & Password. The login page also provides Register, Reset Password and Return to Home options.

Step 3: Enter Employer Details

Enter the organization/employer and authorized person or applicant details. The verification form includes organization information and authorized person/applicant contact details. Click Next after completing the required information.

Step 4: Enter Servant Personal Details

Enter the servant's personal information, including First Name, Middle Name, Last Name, Gender, Date of Birth, Mobile No., Email and Father's/Husband/Relative's Name and Relationship, as applicable. Click Next to continue.

Step 5: Enter Servant Address Details

Provide the servant's address information, including the staying-at address, present address and permanent address details. Complete the applicable State, District, Sector/Town/Locality, Land Mark, House/Property No. and Pin Code fields and proceed.

Step 6: Upload Documents

Upload the mandatory supporting documents in the prescribed format. The displayed document section includes Applicant's Photo, Front Side of Applicant's ID, Back Side of Applicant's ID and Residential Proof of Applicant. Complete the required uploads and proceed.

Step 7: Request Submission

Submit the completed Servant Verification request. After successful submission, the system displays a confirmation message that the request has been registered successfully and provides an Application No. Save this number for future tracking.

Overall Workflow

- User Registration

- User Login
- Enter Employer Details
- Enter Servant Personal Details
- Enter Servant Address Details
- Upload Required Documents
- Submit Request
- Save Generated Application Number