

Digital Signature Verification Checklist

For government letters, orders, notices and certificates in India

Keep the electronic original. A printout can preserve the visible signature, name and date, but it does not carry the embedded evidence needed to test the signature. Printing does not invalidate the original PDF; it creates a separate convenience copy.

A. Preserve before you verify

- ☐ Save the exact PDF attachment or official portal download. Do not replace it with a scan, screenshot or Print to PDF copy.
- ☐ Keep the source email, portal receipt, official URL and date received with the file.
- ☐ Make a read-only preservation copy before opening the file in any tool that might save changes.

B. Record every verification layer

CHECK	PASS	CAUTION	UNRESOLVED
1. A cryptographic signature is present			
2. Signed bytes pass the integrity test			
3. Coverage and later changes are understood			
4. Certificate subject matches the expected signer			
5. Issuer chain reaches the intended trust anchor			
6. Certificate dates and revocation are resolved			
7. Trusted timestamp is distinguished from local time			

C. Compare and question

- ☐ Compare the certificate subject and organisation with the officer and office named in the letter.
- ☐ Check the signer's delegation or authority separately when the decision matters.
- ☐ Do not treat a valid signature as proof that the contents are true or lawful.

D. Preserve the result

- ☐ Save the verification report, date, software or service version and file SHA-256 fingerprint.
- ☐ Record unavailable checks as unresolved, not passed.
- ☐ Mark paper copies: Printout - verify against the original electronic file.

E. If you received only paper or a flattened scan

Ask the issuer for the original digitally signed electronic file. For a public authority, request the existing electronic office copy, issue-register entry, recorded signatory details and the office order or delegation in force on that date. Ask for records, not a fresh opinion on genuineness.

Useful links
[AI RTI Drafter](#)
[VeriPatra public verifier](#)
[Full source-backed guide](#)

Disclosure: VeriPatra is made by Bighelpers Software, the organisation behind RTI Wiki. A verification tool can test defined signature and certificate evidence. It cannot certify that the document's contents are true or that the signer had official authority.