

## **PROCEDURE FOR TITLE VERIFICATION**

**STEP 1:** Log onto RNI official website [www.rni.nic.in](http://www.rni.nic.in)

**STEP 2:** Read carefully the guidelines for title verification under “**RNI Guidelines**”.

**STEP 3:** Click on the link **Online Title Application** on the home page of the website.

**STEP 4:** Read carefully the **instructions for filling online application** and proceed to apply.

**STEP 5:** Fill in all the mandatory fields (**Functional mobile number and e-mail id should be provided** during filling of application).

**STEP 6:** Submit the application and **take a printout of the duly filled-in application**.

*\*Note down the print code generated, for reprinting the application if necessary.*

**STEP 7:** Submit the application to the **forwarding authority concerned (DM/DC/SDM/DCP/JCP/CMM etc)**.

**\* The DCP will be the sole forwarding authority in Delhi region.**

**STEP 8:** The application will be forwarded to RNI by the authority concerned with the proper name, signature and seal of the forwarding authority.

**\* RNI will process the application only on receipt of hard copy duly forwarded by the authority concerned.**

*\* The applicant is advised to keep a copy of the application duly signed and forwarded by the authority to RNI for future reference.*

**STEP 9:** Once RNI receives the hard copy of the application forwarded by the authority concerned, **the applicant will be intimated the receipt of the application through an RNI reference number (Application Number)**, sent to their mobile number and e-mail.

**STEP 10:** The applicant should **save RNI reference number** for any future inquiry.

**STEP 11:** The applicant can **check the status of the application on RNI website** by either providing the DM number given by the forwarding authority or the RNI reference number.

**STEP 12:** The applicant can also **download Title Verification Letter/Title non-approval Letter/Discrepancy Letter** from the RNI official website.

*\*Once the title is verified, the applicant should get the title registered within two years from the date of verification, to prevent de-blocking/cancellation of the title.*

*\*The ownership of the title is non-transferable before registration.*