

PROCEDURE FOR TITLE VERIFICATION

STEP 1: Log onto RNI official website 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 ONE YEAR from the date of verification, to prevent de-blocking/cancellation of the title.*

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