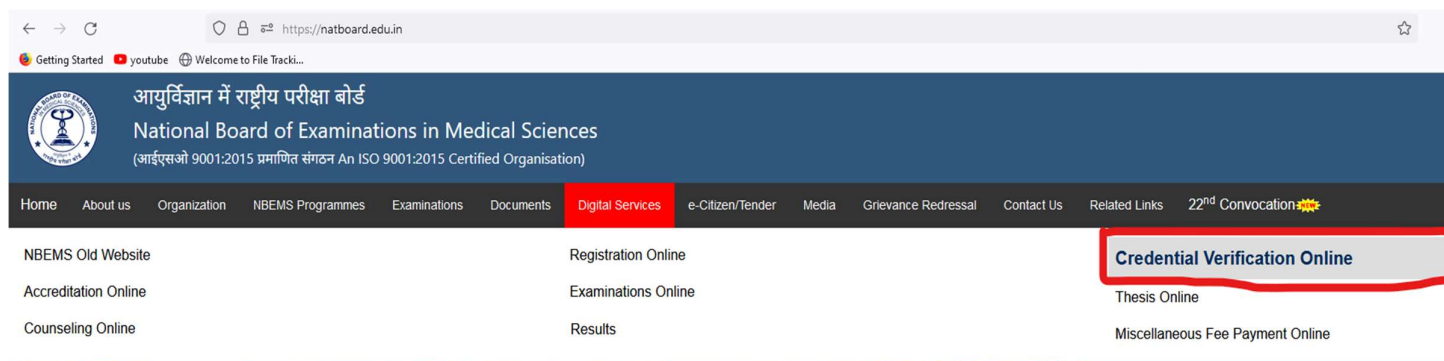## Step by Step guide for Organizations seeking Verification of Credentials issued by NBEMS

How to submit an Online Credential Verification Request to NBEMS?

- Please advise the concerned candidate to pay the prescribed Credential Verification Fee to NBEMS through "Miscellaneous Fee Payment Portal" which can be accessed at NBEMS website under tab "Digital Services".

- Collect a copy of the payment receipt from the concerned candidate which is generated at the above portal on successful payment of verification fee by the candidate.

- Keep the **above-said payment receipt and a clear scanned copies of Credentials to be verified** ready before you begin to submit the verification request to NBEMS through **Credential Verification Online Portal (CVOP). You would also be required to fill in the Roll Number of the candidate.** Roll Number of candidate for respective examination is mentioned on the credential. If it is not mentioned, same should be obtained from the concerned candidate.

- Go to NBEMS website https://natboard.edu.in and visit the tab "Digital Services". Click on "*Credential Verification Online*" link as shown in below image.

- **The organization has to submit an Online Request form for Credential Verification.** Following is a screenshot of Online Request form for Credential Verification.

- **Select the name of the organization/verification agency** from a drop-down list. A verification code shall be sent by email to the Email ID of selected organization/agency as available in NBEMS record.

- If the organization/agency is not listed in the said drop-down, it has to approach NBEMS at email ID verifications@natboard.edu.in by submitting formal letter to add its details in the said list.

- **Select the type of credential to be verified** from the dropdown list.

- Provide the details of **Verification Fee Receipt number and Roll Number of the applicant candidate** for backend verification of the fee paid by the applicant to NBEMS.

- **Upload a clear scanned copy of credential** to be verified.

- If the organization/agency requires the verification output in its prescribed format, then upload such format also.

- After input all the required fields, **generate the Email Verification Code** which shall be mailed on the registered email ID.

- **Enter the verification code** on the designated input box and submit the request form.

- In case Verification Code not received in email, the applicant may regenerate the code after a small time instance.

- After Successful Submission of the form, the **organization/agency shall receive a formal acknowledgement email** at its email ID registered with NBEMS.

- The **outcome of verification shall be communicated to the agency** concerned by way of an official email from NBEMS email ID verifications@natboard.edu.in

- The process of **credential verification is usually completed within 4 weeks** of receipt of verification request.

- **Request for Credential Verification submitted to NBEMS through any mode other than the Online Credential Verification Portal shall NOT be entertained.**

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