

# NOAP USER MANUAL

1. Go to <https://notary.legalaffairs.gov.in/>



2. Click on New User Registration if you are a New User.



### 3. Enter your Details to Register and Submit.

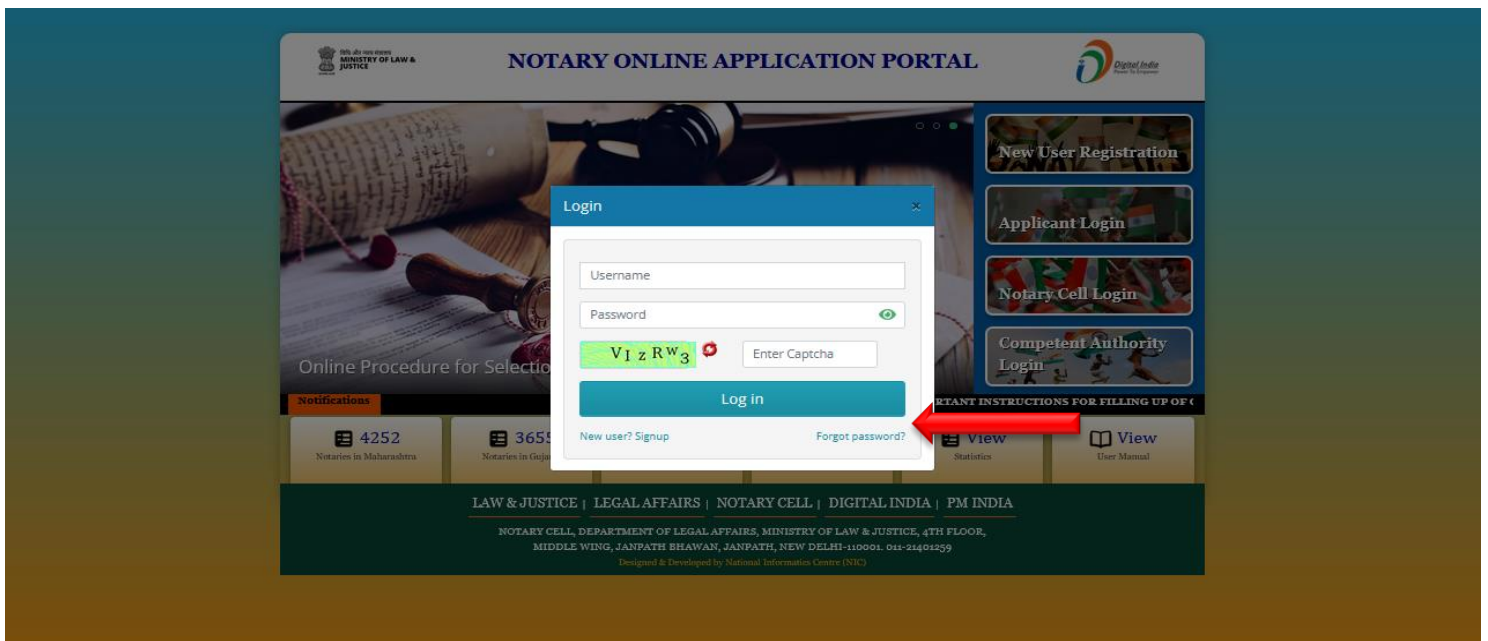
The screenshot shows the 'NOTARY ONLINE APPLICATION PORTAL' website. The header includes the Ministry of Law & Justice logo and navigation links: HOME, ABOUT US, SERVICE DESCRIPTION, INSTRUCTIONS, FAQs, CONTACT US. The main heading is 'REGISTRATION FORM'. Below it, a message says 'Please Indicate The Form You Wish To Apply For:' with radio buttons for 'Form 1' (selected) and 'Form 2'. The form fields are organized into two columns. The left column contains: 'Enter Name:' (text box), 'Enter E-Mail Address/Username:' (text box with a note 'Please Enter Correct Email ID for Verification.'), 'Enter Password:' (text box), 'Category:' (dropdown menu), 'Enter Enrolment Date:' (text box with format 'dd / mm / yyyy'), 'Select Enrolment State:' (dropdown menu), and 'Enter Enrolment No:' (text box). The right column contains: 'Enter Mobile Number:' (text box with a note 'Please Enter Correct Mobile No for Verification.'), 'Re-Enter E-Mail Address/Username:' (text box), 'Re-Enter Password:' (text box), 'Enter State:' (dropdown menu), 'Select Enrolment Year:' (dropdown menu), and 'Enrollment Number:' (text box with 'XXXX'). At the bottom, there is a 'Enter Captcha:' section with a CAPTCHA image showing 'J a b L O N' and a text box 'Enter Captcha Here'. Below the captcha is a checkbox 'I agree to the Terms and Conditions.' and three buttons: 'Back' (red), 'Reset' (yellow), and 'Submit' (green). A large red arrow points to the 'Submit' button.

- Choose Form I – for Common Citizens or Form II – for Retired Government Officials
- Enter Name (Max Length = 30 characters)
- Enter 10 Digit Mobile Number
- Enter valid Email ID as your username
- Enter Proper Password –  
(Must be 8 characters long, and Must contain –  
1 Uppercase Letter, 1 Lowercase Letter, 1 symbol, 1 Numeric)
- Select Category
- Choose your State
- Enter Enrolment Date (Bar Council Enrolment)
- Enter Enrolment State (Bar Council Enrolment)
- Enter Enrolment Number (Bar Council Enrolment – only number)
- Enter Enrolment Year (Bar Council Enrolment)
- Enter Captcha Code
- Tick the Terms and Conditions Checkbox
- Submit

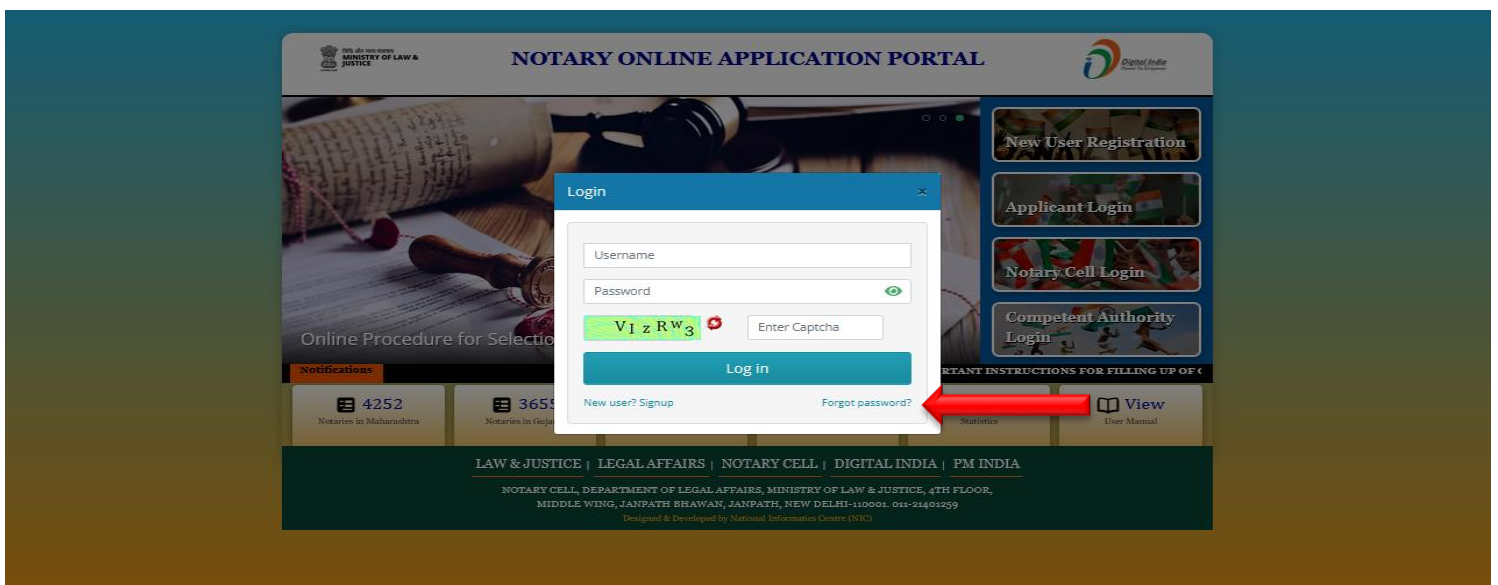
### 4. After Registration, Click on Applicant Login.



5. Enter Username and Password. Enter Captcha and Click on Login.



6. If you are old user of serviceplus portal, kindly reset password from forgot password link.



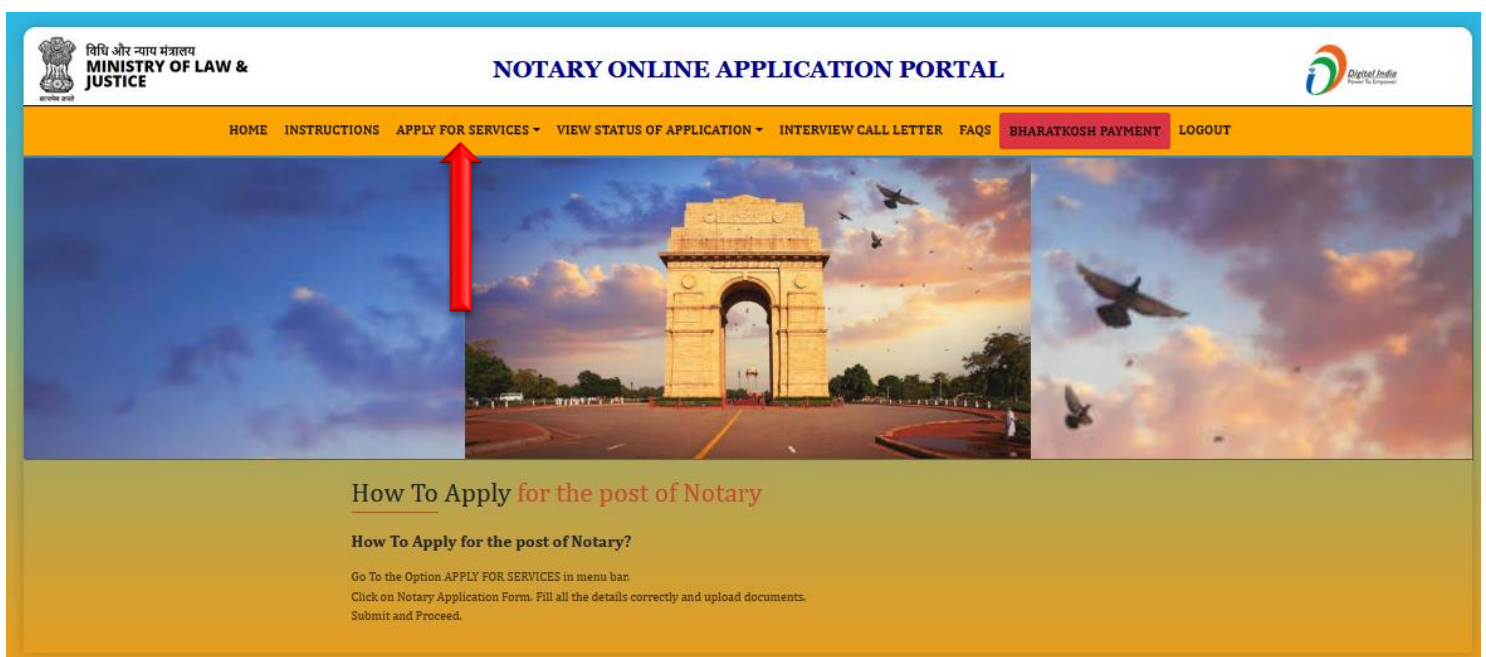


## 7. Forgot Password –

The screenshot displays the 'NOTARY ONLINE APPLICATION PORTAL' with a 'Forgot Password' modal form. The form contains the following fields: 'Enter Your Application No.', 'Enter Your Name', 'Enter Your Mobile No.', 'Enter Your Email Address', 'Enter New Password' (with a strength indicator), and 'Enter Captcha' (with a CAPTCHA image showing 'wCHA6a'). A blue 'Submit' button is at the bottom of the form, highlighted by a red arrow. The background shows the portal's header with the Ministry of Law & Justice logo and 'Digital India' branding, and a sidebar with links for 'New User Registration', 'Applicant Login', 'Notary Cell Login', and 'Competent Authority Login'. A notification bar at the bottom of the form says 'Back to Login'.

- Enter old Application No of Service Plus Portal
- Enter Name
- Enter 10 Digit Mobile No
- Enter valid Email Address to be used as username
- Enter New Password (Must be 8 characters long, and Must contain – 1 Uppercase Letter, 1 Lowercase Letter, 1 symbol, 1 Numeric)
- Enter Captcha
- Click on Submit
- Click on Applicant Login and Enter new Username and new Password

8. After Login, this screen will appear.



**9. To Fill the Application Form, Click on APPLY FOR SERVICES ➔ NOTARY APPLICATION FORM in the menu.**

विधि और न्याय मंत्रालय  
MINISTRY OF LAW & JUSTICE

NOTARY ONLINE APPLICATION PORTAL

Digital India  
Power To Empower

HOME INSTRUCTIONS APPLY FOR SERVICES VIEW STATUS OF APPLICATION INTERVIEW CALL LETTER FAQs BHARATKOSH PAYMENT LOGOUT


Notary Application Form

Annual Return Filing

Seal And Specimen Signature

Profile >


**10. Fill all the details in the Application Form as follows –**



विधि और न्याय मंत्रालय

MINISTRY OF LAW & JUSTICE

NOTARY ONLINE APPLICATION PORTAL



HOME

INSTRUCTIONS

APPLY FOR SERVICES

VIEW STATUS OF APPLICATION

INTERVIEW CALL LETTER

FAQS

BHARATKOSH PAYMENT

LOGOUT

APPLICATION FORM

Form / प्रपत्र - I / II (Rule 4(2) / नियम 4(2))

Please Select Category of Form:

(Please read Rule 3 of Notaries Rules 1956 carefully before applying)

(Form I - For Common Citizens, Form II - For Government Employees)

☒ Form I
 ☐ Form II

Application Form / आवेदन-पत्र

Applicant's Photograph / आवेदक की तस्वीर :

Browse...

No file selected.

File Size must be less than 2 MB and must not contain special characters(\*, & / \ : # @ .).

Salutation / अभिवादन : \*

Please Select

Gender of Applicant / आवेदक का लिंग :

Please Select

Name of the Applicant:

Testing

आवेदक का नाम : [Click Here](#)

अपना नाम दर्ज करें

Father's Name :

Enter Father's Name

पिता का नाम : [Click Here](#)

पिता का नाम दर्ज करें

Husband's Name :

Enter Husband's Name

पति का नाम : [Click Here](#)

पति का नाम दर्ज करें

Aadhaar No :

Enter Aadhaar Number

Category / किस वर्ग के हैं? :

General

Applicant E-Mail / आवेदक ई-मेल :

testing@gmail.com

Mobile Number / मोबाइल नम्बर:

9898989898

Date of Birth / जन्मतिथि :

dd / mm / yyyy

Address (Residence) / पता (निवास)

Address Line 1 / पता लाइन 1:

Enter Address

Address Line 2 / पता लाइन 2:

Enter Address

Address Line 3 / पता लाइन 3:

Enter Address

Postal Code / पिन कोड :

Enter PIN CODE

STD Code / एसटीडी कोड :

Enter STD CODE

Fax / फैक्स :

Enter FAX

Telephone No. / दूरभाष नंबर :

Enter Telephone No

Country / देश:

INDIA

State / राज्य:

Enter State

District / जिला:

Enter District

Address (Office) / पता (कार्यालय)

☐ Is same as Residence Address ? / कार्यालय का पता स्थायी पते के रूप में ही है?

Address Line 1 / पता लाइन 1:

Enter Address

Address Line 2 / पता लाइन 2:

Enter Address

Address Line 3 / पता लाइन 3:

Enter Address

Postal Code / पिन कोड :

Enter PIN CODE

STD Code / एसटीडी कोड :

Enter STD CODE

Fax / फैक्स :

Enter FAX

Telephone No. / दूरभाष नंबर :

Enter Telephone No

Country / देश:

INDIA

State / राज्य:

ANDAMAN AND NICOBAR

District / जिला:

Enter District

Other Details / अन्य विवरण			
Qualifications / शैक्षिक अर्हताएं	<input type="checkbox"/> LL.B <input type="checkbox"/> B.A. <input type="checkbox"/> B.Com. <input type="checkbox"/> B.Sc. <input type="checkbox"/> LL.M	Other qualification, if any / अन्य शैक्षिक अर्हताएं, यदि कोई हों	<input type="text" value="Any Other Qualification"/>
Enrollment No. / नामांकन संख्या	<input type="text" value="123321"/>	Enrollment Date / नामांकन की तारीख	<input type="text" value="07-11-2007"/>
Period Of Experience / अनुभव की अवधि	<input type="text" value="14 years &amp; 7 months"/>	Practising In / किस क्षेत्र में विधि व्यवसाय करते हैं ?	<input type="checkbox"/> Civil Side <input type="checkbox"/> Criminal Side <input type="checkbox"/> Taxation <input type="checkbox"/> Revenue Courts
Whether Income Tax Assessee?/ क्या आयकर निर्धारित हैं?	<input type="text" value="Please Select"/>		
Practice Area State / विधि व्यवसाय क्षेत्र राज्य	<input type="text" value="Select State"/>		
Practice Area District / विधि व्यवसाय क्षेत्र जिला	<input type="text" value="Enter District"/>		
Practice Area Sub-District / Tehsil / विधि व्यवसाय क्षेत्र उप-जिला / तहसील	<input type="text" value="Enter Sub-District"/>		

Memorial / अर्थावेदन	
The memorial of (name of the applicant in block letters) showeth / (अवेदक का नाम स्पष्ट अक्षरों में) के आवेदन-पत्र में यह दर्शाया जाता है	<input type="text" value="Please Enter"/>
1. That the memorialist is a person eligible for appointment as notary under the notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956 / 1. कि आवेदक नोटरी अधिनियम, 1952 तथा नोटरी नियम, 1956 के नियम 3 के खंड (क) के अधीन नोटरी नियुक्त किए जाने के लिए पात्र है	<input type="text" value="Please Enter"/>
2(a) That the memorialist reside in (here state the name of the local area or name of court where he intends to practise) / (यहां उस स्थानीय क्षेत्र या उस न्यायालय का नाम लिखें, जहां वह विधि व्यवसाय करना चाहता है) *	
2(b) And will reside for upwards of (state how long) / अवधि तक निवास करेगा। *	<input type="text" value="Please Enter"/>
3. That the number of notaries in the local area is insufficient for the requirements thereof (the grounds of the statement should be added) / 3. कि स्थानीय क्षेत्र में नोटरियों की संख्या, वहां की आवश्यकताओं के लिए अपर्याप्त है (इस कथन के लिए आधार भी बताए जाएं) *	<input type="text" value="Please Enter"/>
4. That no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six-months / 4. कि पिछले छह महीने के भीतर आवेदक का कोई आवेदन अस्वीकृत नहीं हुआ है या उसके द्वारा वापस नहीं लिया गया है।	<input type="text" value="Please Enter"/>
<p>The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the notaries Act, 1952 (53 of 1952) and clause (a) of the rule (3) of the Notaries Rules, 1956 to practice in (here state the name of the local area). /</p> <p>अतः आवेदक प्रार्थना करता है कि सरकार उसे नोटरी अधिनियम, 1952 (1952 का 53) और नोटरी नियम, 1956 के नियम (3) के खंड (क) के अधीन तथा उनके आधार पर (यहां स्थानीय क्षेत्र के नाम का उल्लेख करें) में नोटरी के तौर पर विधि व्यवसाय करने के लिए नियुक्त और सम्मिलित करने की कृपा करे।</p>	

Signature / हस्ताक्षर	
Upload Signature File / हस्ताक्षर फाइल अपलोड करें	<input type="button" value="Browse..."/> No file selected.
Current Date / तारीख	<input type="text" value="01-07-2022"/>
<div> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/> </div>	

- Upload Photo – File Size must be less than 2 MB and must not contain special characters (\*,\$&/\ -#@.)
- Enter Salutation – Mr. / Ms. / Miss
- Enter Gender – Male/Female/Others
- Enter Name – Max Length 30 characters
- Enter Father's Name
- Enter Husband's Name, if valid
- Enter Aadhaar No
- Category already selected
- Applicant's Email ID already entered
- Mobile No already entered
- Enter Date of Birth
- Enter Address (Residence)
- Enter Address (Official)

- Enter Other Details –
- Qualification – must be LLB
- Enrolment No and Enrolment Date will be pre entered
- Period of Experience will be auto calculated
- Choose Practising In – Civil Side/Criminal Side/Taxation/Revenue Courts
- Choose Whether Income Tax Assesse or not
- Choose Practice Area State, District and Sub- District
- Enter the Memorial –

The memorial of (name of the applicant in block letters) sheweth /  
(आवेदक का नाम स्पष्ट अक्षरों में) के आवेदन-पत्र में यह दर्शित होता है

1. That the memorialist is a person eligible for appointment as notary under the notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956/

1. कि आवेदक नोटरी अधिनियम, 1952 तथा नोटरी नियम, 1956 के नियम 3 के खंड (क) के अधीन नोटरी नियुक्त किए जाने के लिए पात्र है

2(a) That the memorialist reside in (here state the name of the local area or name of court where he intends to practise)/

(यहां उस स्थानीय क्षेत्र या उस न्यायालय का नाम लिखें, जहां वह विधि व्यवसाय करना चाहता है) \*

2(b) And will reside for upwards of (state how long) /  
अवधि तक निवास करेगा। \*

3. That the number of notaries in the local area is insufficient for the requirements thereof (the grounds of the statement should be added)/

3. कि स्थानीय क्षेत्र में नोटरियों की संख्या. वहां की आवश्यकताओं के लिए अपर्याप्त है (इस कथन के लिए आधार भी बताएं) \*

4. That no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six-months / 4. कि पिछले छह महीने के भीतर आवेदक का कोई आवेदन अस्वीकृत नहीं हुआ है या उसके द्वारा वापस नहीं लिया गया है।

The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the notaries Act, 1952(53 of 1952) and clause (a) of the rule (3) of the Notaries Rules, 1956 to practice in (here state the name of the local area). /

अतः आवेदक प्रार्थना करता है कि सरकार उसे नोटरी अधिनियम, 1952 (1952 का 53) और नोटरी नियम, 1956 के नियम (3) के खंड (क) के अधीन तथा उनके आधार पर (यहां स्थानीय क्षेत्र के नाम का उल्लेख करें) में नोटरी के तौर पर विधि व्यवसाय करने के लिए नियुक्त और सम्मिलित करने की कृपा करे।

- Upload Signature - File Size must be less than 2 MB and must not contain special characters(\*,\$&/\ -#@.).
- Click on Submit
- Your Application Form will be Submitted.