

F. NO. N-15011/20/2023-NC
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Notary Cell

4th Floor, Middle Wing
Janpath Bhawan, Janpath
New Delhi-110001
Dated 08.04.2025

CIRCULAR

Sub: Procedure to be followed for renewal of Certificates of Practice.

A circular bearing No. N-15012/1/2016-NC dated 03.03.2015 was issued by the Department regarding the procedure of renewal of Certificate of practice of Notaries in pursuance of then existing Rule 8B of the Notaries Rules, 1956, which was amended vide Notification G.S.R. 150(E) dated 04.03.2014. Rule 8B of the Notaries Rules, 1956 was further amended vide Notification No. G.S.R. 821(E) dated 05.11.2019 and subsequently in 2022 [G.S.R. 597 (E) dated 22.07.2022] and in 2024 [G.S.R. 132 (E) dated 24.02.2024].

2. On issuance of Notification No. G.S.R. 821(E) dated 05.11.2019 regarding amendment in Notaries Rules, 1956, the said circular dated 03.03.2015 became infructuous w.e.f. 05.11.2019 and therefore, stands withdrawn from 05.11.2019. This is for information of all stakeholders.

3. Renewal of certificate of practice will be governed by Rule 8B of the Notaries Rules, 1956, as amended from time to time. Rule 8B of the Notaries Rules, 1956, as is in force at present, reads as under:

“8B. Renewal of Certificate of Practice- *The Certificate of Practice issued under sub-rule (4) of rule 8 may be renewed for a further period of five years on payment of prescribed fee. An application for renewal of Certificate of Practice shall be submitted online in Form XVI to the appropriate Government before (six months) from the date of expiry of its period of validity.*

Provided that the appropriate Government may, after considering the reasons stated in the application, relax the condition of submission of application for renewal of Certificate of Practice before the said period of six months;

Provided further that where an application for renewal of Certificate of Practice is received within one year after the date of expiry of its period of validity, the appropriate Government may, after considering the reasons stated in the application, renew the Certificate of Practice with effect from the date of expiry of its period of validity;

Provided also that the applications for renewal of certificate of practice may be made in physical form;

Provided also that the applications received in physical form before the commencement of the Notaries (Amendment) Rules, 2024 may also be considered by the appropriate government for the purpose of renewal of the Certificate of Practice of the existing notaries.

4. All the Notaries appointed by the Government of India are advised to strictly follow the aforementioned Rule and any application for renewal in contravention of the said Rule will not be entertained by this Department. Further, while submitting the applications for renewal, the Notaries shall ensure that the following documents are enclosed with the applications for renewal:

(i) Original Certificate of Practice (With additional sheet(s) of COP, if renewed earlier);

(ii) Two recent passport-size photographs;

(iii) Payment of the requisite fee of Rs.1000/- under Rule 9 of the Notaries Rules, 1956 through BharatKosh portal (www.bharatkosh.gov.in) The acknowledgment slip generated after the payment through BharatKosh shall be enclosed. Payments made through any other mode including through DD etc. will not be accepted;

(iv) An affidavit on stamp paper, duly attested by 1st Class Magistrate declaring that the Notary:

(a) is not an Undischarged insolvent;

(b) is not convicted by any Court of Law for an offense involving moral turpitude;

(v) Copies of the Annual Returns in Form XIV of the Notary Rules, 1956 for the preceding 3 years as maintained by the notary. [It should not be the Income Tax returns.];

(vi) Three specimen signatures on plain paper;

(vii) Reason for delay on affidavit duly attested by 1st Class Magistrate along with the supporting documents, if application is NOT submitted SIX months prior to the date of expiry of validity of Certificate of Practice.

(Radhe Shyam Singh)
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