

F. No 15012/1/2024/NC
Government of India
Ministry of Law and Justice
Department of Legal Affairs

4th Floor, Middle Wing
Janpath Bhawan, New Delhi
Date: 04.04.2025

Notice

Subject: Documents to be submitted for renewal of Certificate of Practice of Notaries-reg.

It is for the notice of all concerned that the Ministry of Law & Justice (Department of Legal Affairs) is in the process of introducing an online system for receipt of applications for renewal of Certificate of Practice of the Central Notaries. However, till the time this online system comes into practice, the existing arrangement of submission of applications in physical mode will continue.

2. While submitting applications in physical mode, it may be noted that the **request should be in Form XVI of the Notaries Rules, 1956**, addressed to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, 4th Floor, Middle B Wing, Janpath Bhawan, Janpath, New Delhi-110001 and the following documents should be attached with the application:

- Original Certificate of Practice (With additional sheet(s) of COP, if renewed earlier);
 - Two recent passport-size photographs;
 - **Payment of the requisite fee of Rs.1000/- 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.**];
 - An affidavit on stamp paper, duly attested by 1st Class Magistrate declaring that the Notary
 - I. is not an Undischarged insolvent
 - II. is not convicted by any Court of Law for an offense involving moral turpitude
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- Copies of the Annual Returns in Form XIV of the Notary Rules, 1956) for the last 3 years as maintained by the notary. [It should not be the Income Tax returns.]
 - Three specimen signatures on plain paper.
 - Reason for delay, an 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.

3. The applicant may also provide his latest correspondence address along with email id and Mobile number to enable the Notary Cell, Department of Legal Affairs to send communication to him as and when required.
4. While submitting the applications, the applicants may adhere to the timelines prescribed in the Notaries Rules, 1956.

Under Secretary to the Govt. Of India
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