

Requisite documents for Renewal of Certificate of Practice

Applications for renewal of Certificate of Practice should reach this Department 6 months before expiry of the Certificate of Practice. The following documents are required to be submitted with the renewal application:

Sl. No.	Required Document
1.	Two recent passport size photographs
2.	<u>Demand Draft of Rs. 1000/- in favour of 'Pay and Accounts Officer, Department of Legal Affairs, New Delhi.' w.e.f. 03/03/2014.</u>
3.	Original Certificate of Practice as Notary Public.
4.	An affidavit, duly attested by Ist Class Magistrate declaring that you are (1) not an undischarged insolvent, (2) you have not been convicted by any court of law for an offence involving moral turpitude.
5.	Annual Returns in Form XIV(Notary Act) for last 3 years by Notary Register.
6.	Three Specimen Signatures
7.	Reasons for delay in applying for renewal in affidavit attested by 1st Class Magistrate. (You should submit your renewal application before Six months of the validity of Notary Certificate)
8.	Original 2nd sheet of notary certificate duly renewed.