

Renewal of Certificate of Practice of Notary Public

The Notary Public who have been appointed by the Central Government as per the provisions given under the Notaries Act, 1952 and the Notaries Rules, 1956 are hereby directed to send following documents alongwith the renewal applications for renewal of certificate of practice before three months from the date of expiry of its period of validity, enabling the department to renew the concerned certificates within a reasonable time failing which applications for the same may be rejected & renewal will not be done in any case and no further correspondence will be done from the department. Further, applications for renewal submitted after a gap of one year will not be considered::

- (a) Original Certificate of Practice.
- (b) 2nd Sheet attached with the laminated certificate of practice, in case of second renewal.
- (b) Demand Draft of Rs.500/- in favour of Pay & Accounts Officer, Deptt. of Legal Affairs, New Delhi
- (c) Affidavit duly attested by 1st Class Magistrate to the effect that he is not an undischarged insolvent and not convicted in any court of law for any criminal proceedings.
- (d) If there is delay in applying for renewal, it must be on affidavit duly attested by 1st Class Magistrate.
- (e) Annual Returns of notarial works for the last three years
- (f) Specimen Signatures
- (g) Two recent passport size photographs

In case of issue of **duplicate certificate** alongwith above mentioned documents following documents in Hindi or English Version only should be submitted:

- (a) Bank Demand Draft of Rs.300/- in favour of Pay and Accounts Officer, Deptt. of Legal Affairs, New Delhi.
- (b) Original copy of FIR / Complaint lodged in the concerned police authority.
- (c) Original copy of Non-traceable Certificate issued by the police authority.
- (d) The fact relating to loss of Certificate of Practice should also be brought on the paper in the form of Affidavit duly attested by the 1st Class Magistrate.
- (e) If there is a gap for long duration between the loss of certificate and the intimation of the same to the department, it should also be declared by the concerned Notary Public that he did not execute any notarial work during that period on the affidavit duly attested by the 1st Class Magistrate.