

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Issuance of spitting image from previous deed

E-Notary System

User Manual

Fourth Edition

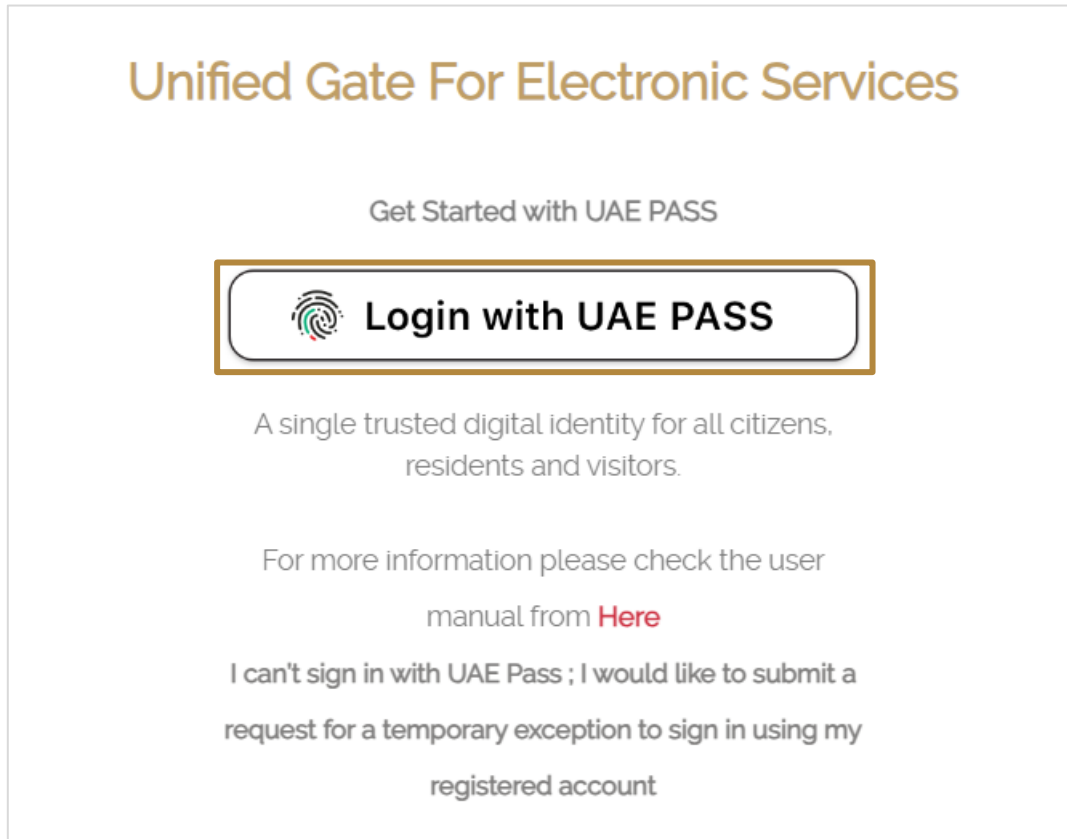
Submitting Transactions

You can submit notary services in three ways as follows:

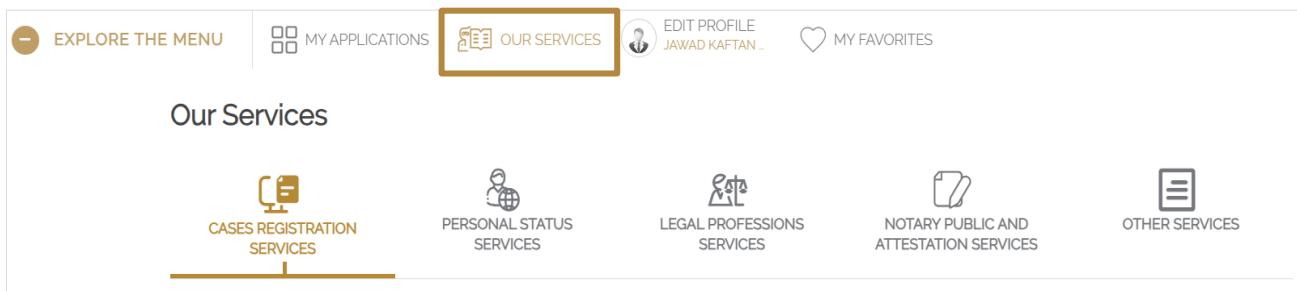
Method One

Through the unified portal available via the following link, [click here](#).

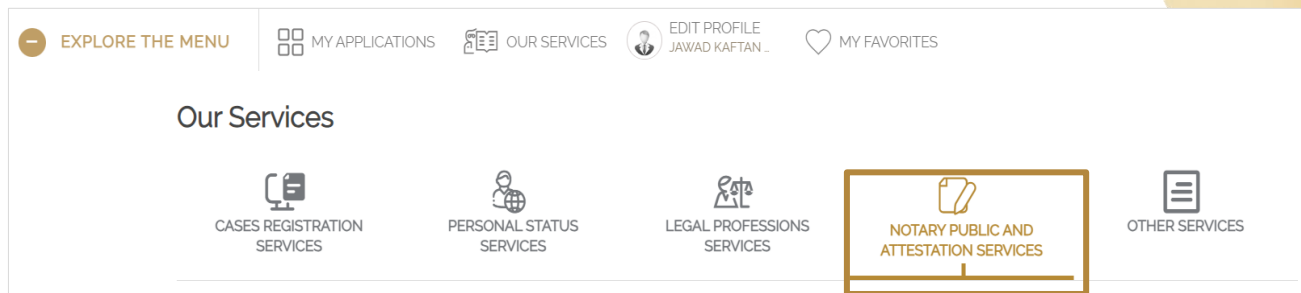
The user logs in with their UAEPASS.



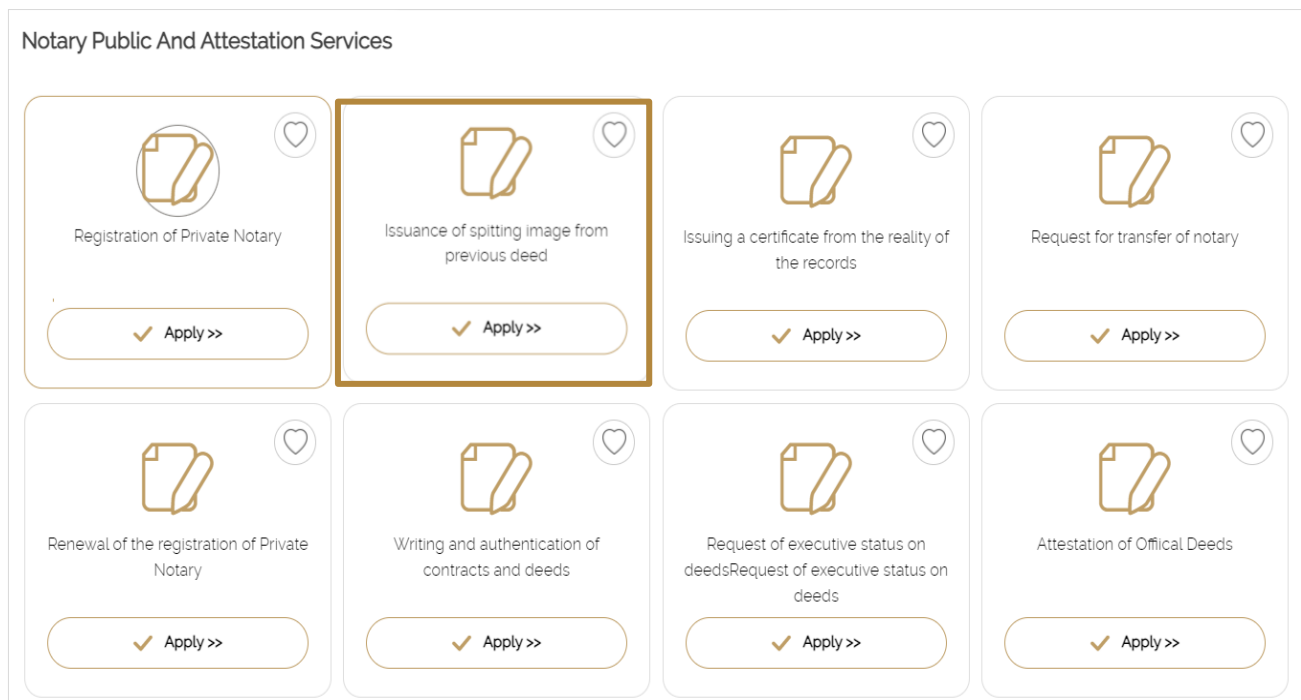
The user clicks on “Our Services” menu.



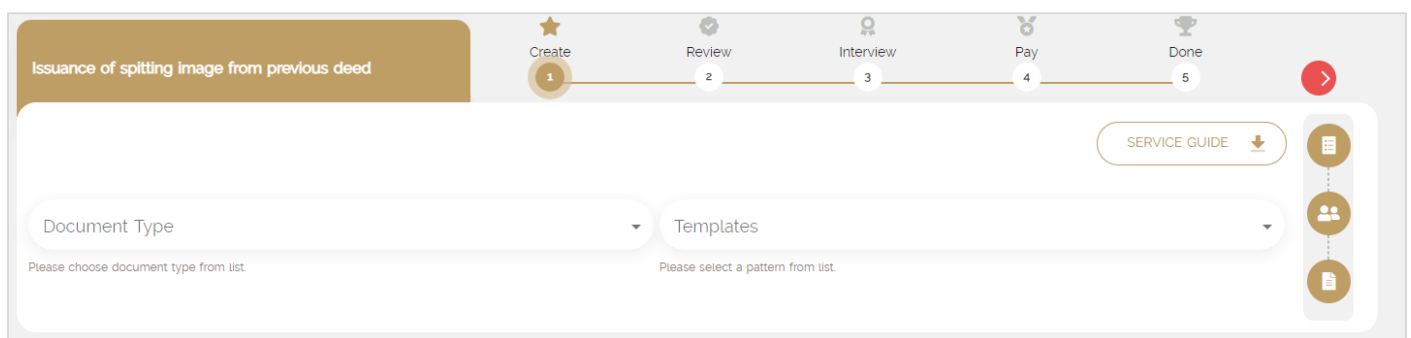
Then, clicks on the Notary Public and Attestation Services.



From the Notary Public and Attestation Services, choose the "Writing and authentication of contracts and deeds" service.



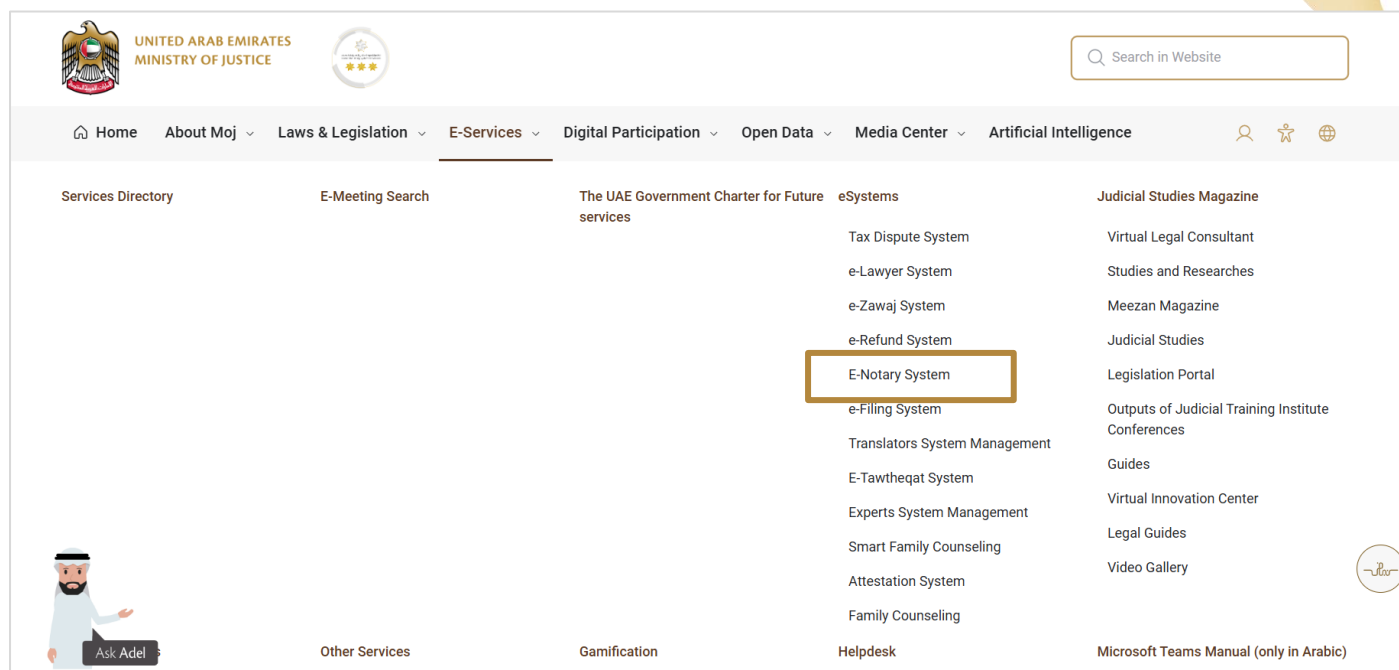
The application submission screen appears.



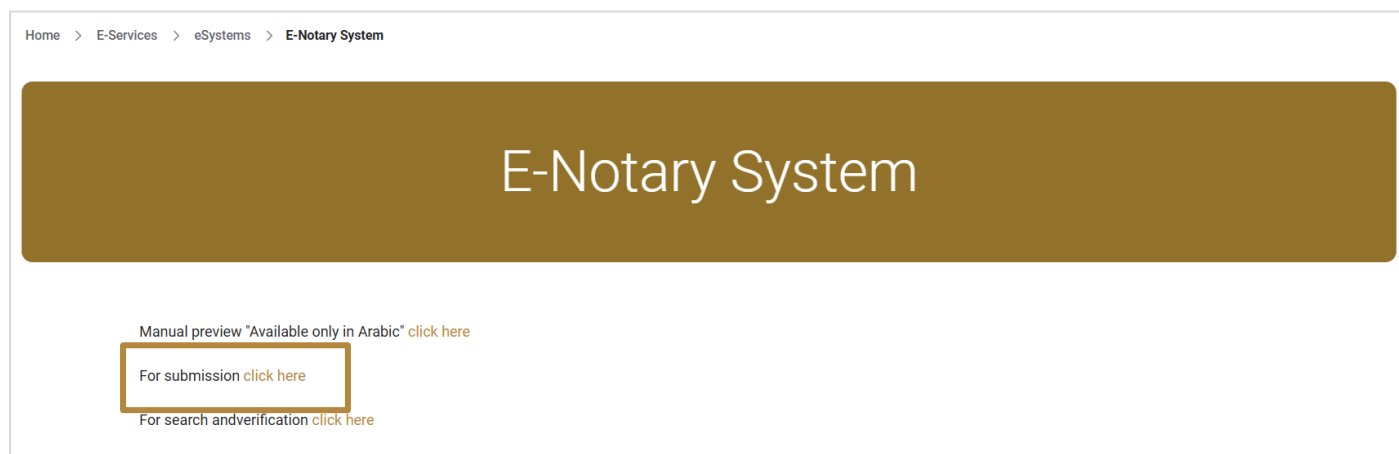
Method Two

From the Ministry of Justice's website, available via the following link, [click here](#).

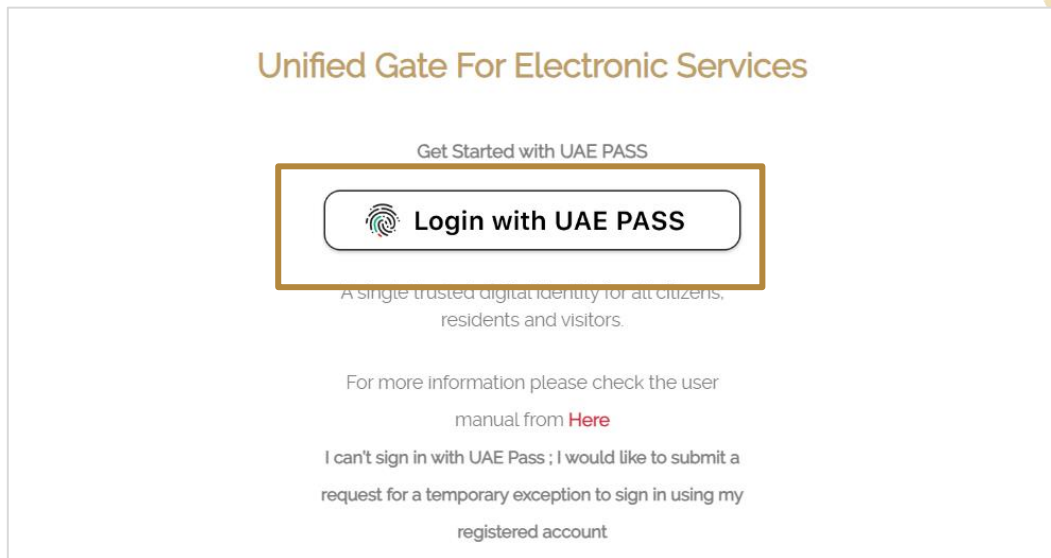
Choose E-Services → e-Systems → E-Notary System.



The following page appears:



If you wish to apply for e-notary services, click the "[click here](#)" button next to the For submission option. You will then be redirected to the unified gate, where you log in with your UAEPASS.



The following page appears:

Dashboard

FILTER.SHOW 

CREATE NEW REQUEST 

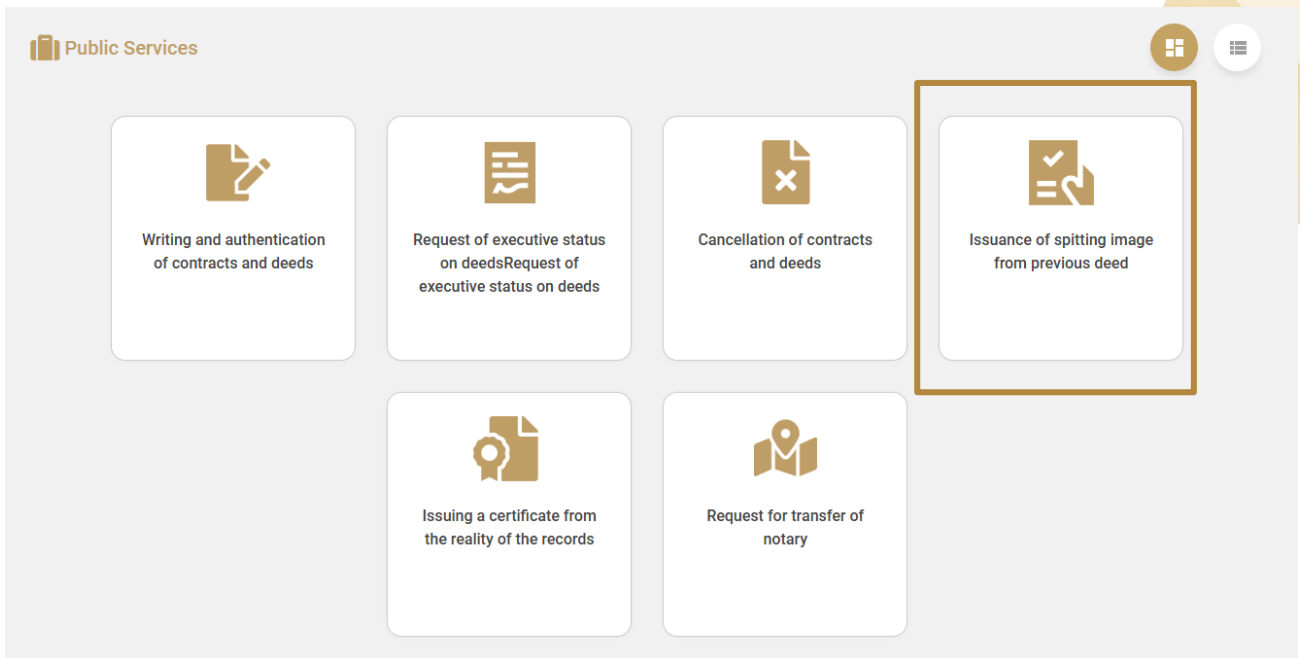
Draft	Under Review	Meeting	Payment	Done
- 	- 	-  Late	-  Late	- 

 SEARCH

Application Number	Document Number	Name	Email	Phone Number

Click the button **CREATE NEW REQUEST ** and the following page will appear:



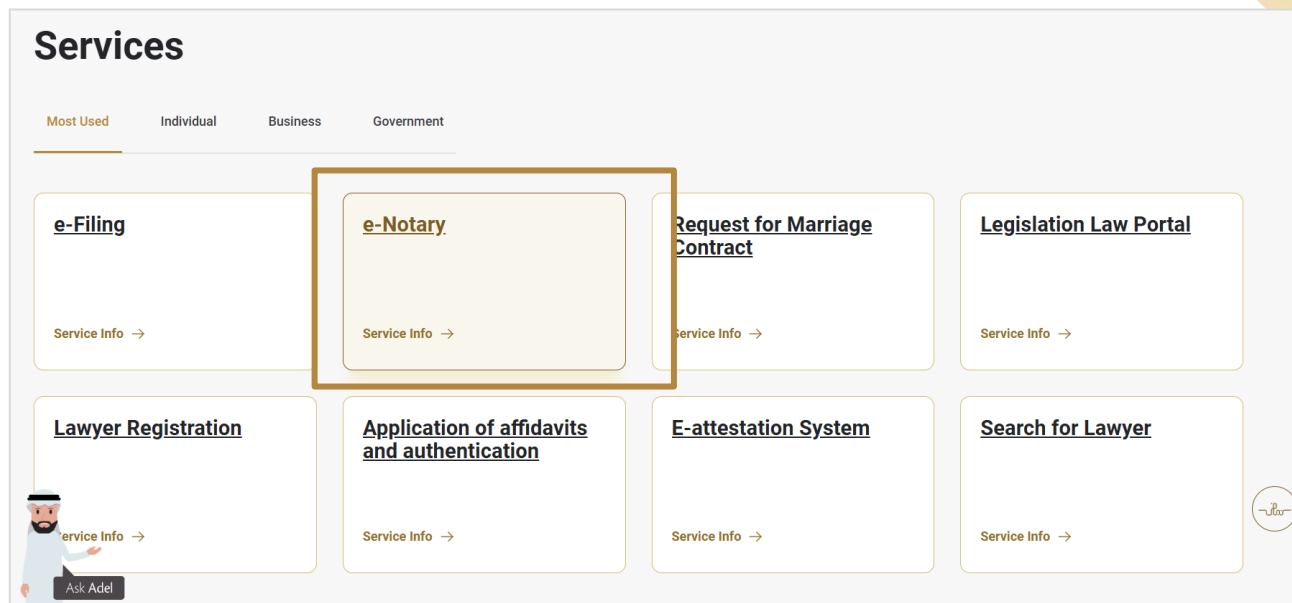
Click the "Start Service" button, and the application submission screen will appear:

The application submission screen for 'Issuance of spitting image from previous deed' features a progress bar at the top with five steps: Create (1), Review (2), Interview (3), Pay (4), and Done (5). Below the progress bar, there are two dropdown menus: 'Document Type' and 'Templates'. The 'Document Type' dropdown has a placeholder text 'Please choose document type from list.' and the 'Templates' dropdown has a placeholder text 'Please select a pattern from list.' To the right of these dropdowns is a 'SERVICE GUIDE' button with a download icon. On the far right, there is a vertical sidebar with three icons: a list icon, a people icon, and a document icon. A red arrow icon is also present in the top right corner.

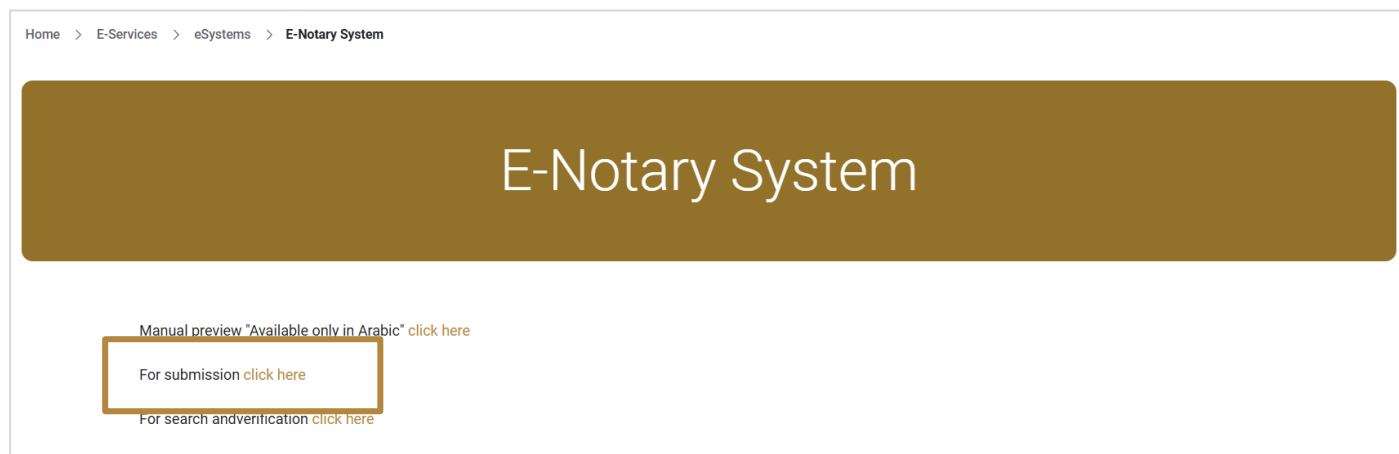
Method Three

From the Ministry of Justice's website, available via the following link, [click here](#).

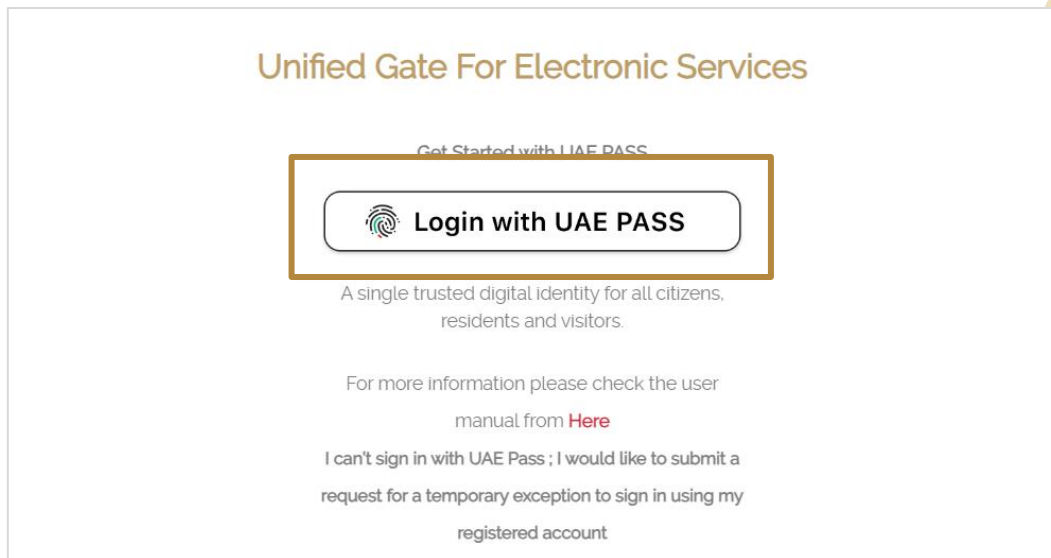
Choose e-Notary.



The following page appears.



If you wish to apply for e-notary services, click the "[click here](#)" button next to the For submission option, which will take you to the unified gate.



Log in through the unified gate or with your UAEPASS.

The following page appears:

Dashboard

FILTER.SHOW  CREATE NEW REQUEST 

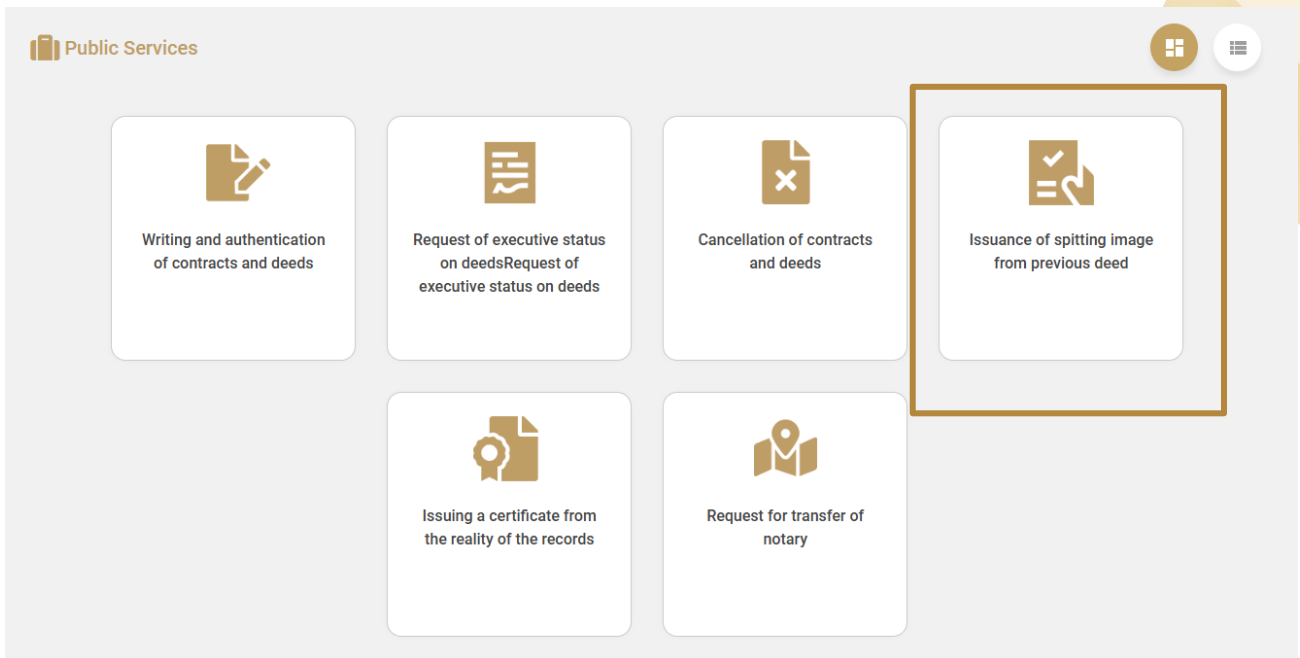
Draft	Under Review	Meeting	Payment	Done
- 	- 	-  Late	-  Late	- 

 SEARCH

Application Number	Document Number	Name	Email	Phone Number

Click the button **CREATE NEW REQUEST ** and the following page will appear:



Click the "Start Service" button, and the application submission screen will appear.

The screenshot shows the application submission screen for the selected service. It features a progress bar at the top with five steps: Create (1), Review (2), Interview (3), Pay (4), and Done (5). The 'Create' step is currently active. Below the progress bar, there are two dropdown menus: 'Document Type' and 'Templates'. The 'Document Type' dropdown has a placeholder text 'Please choose document type from list.' and the 'Templates' dropdown has a placeholder text 'Please select a pattern from list.'.

Issuance of spitting image from previous deed

Create 1 Review 2 Interview 3 Pay 4 Done 5

SERVICE GUIDE

Document Type

Please choose document type from list.

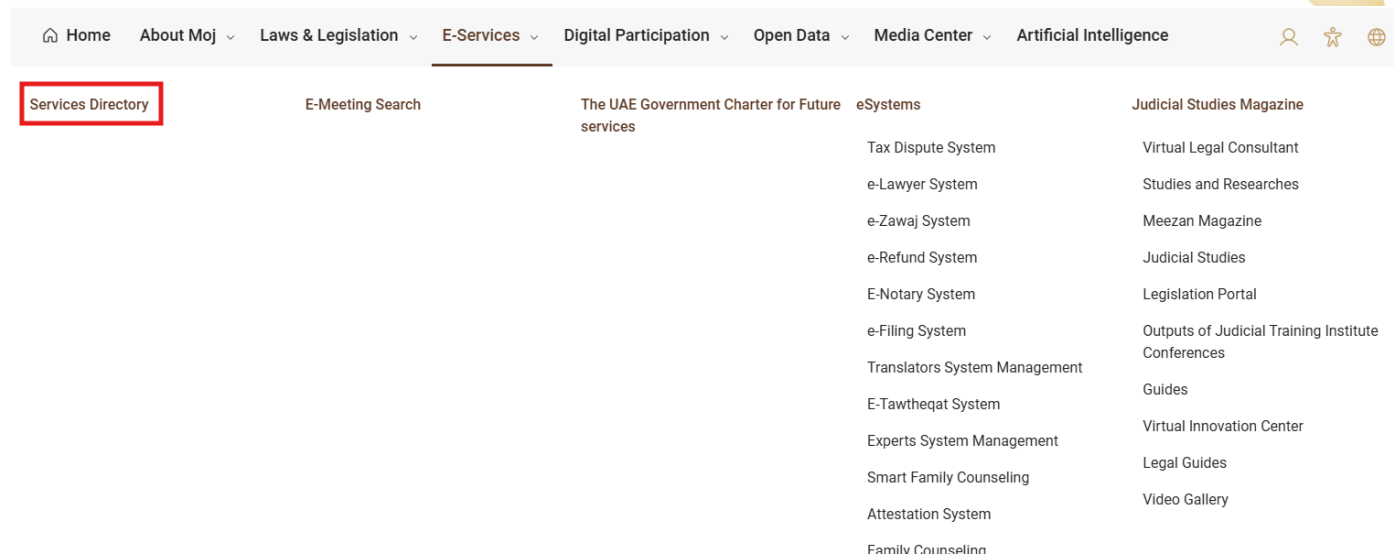
Templates

Please select a pattern from list.

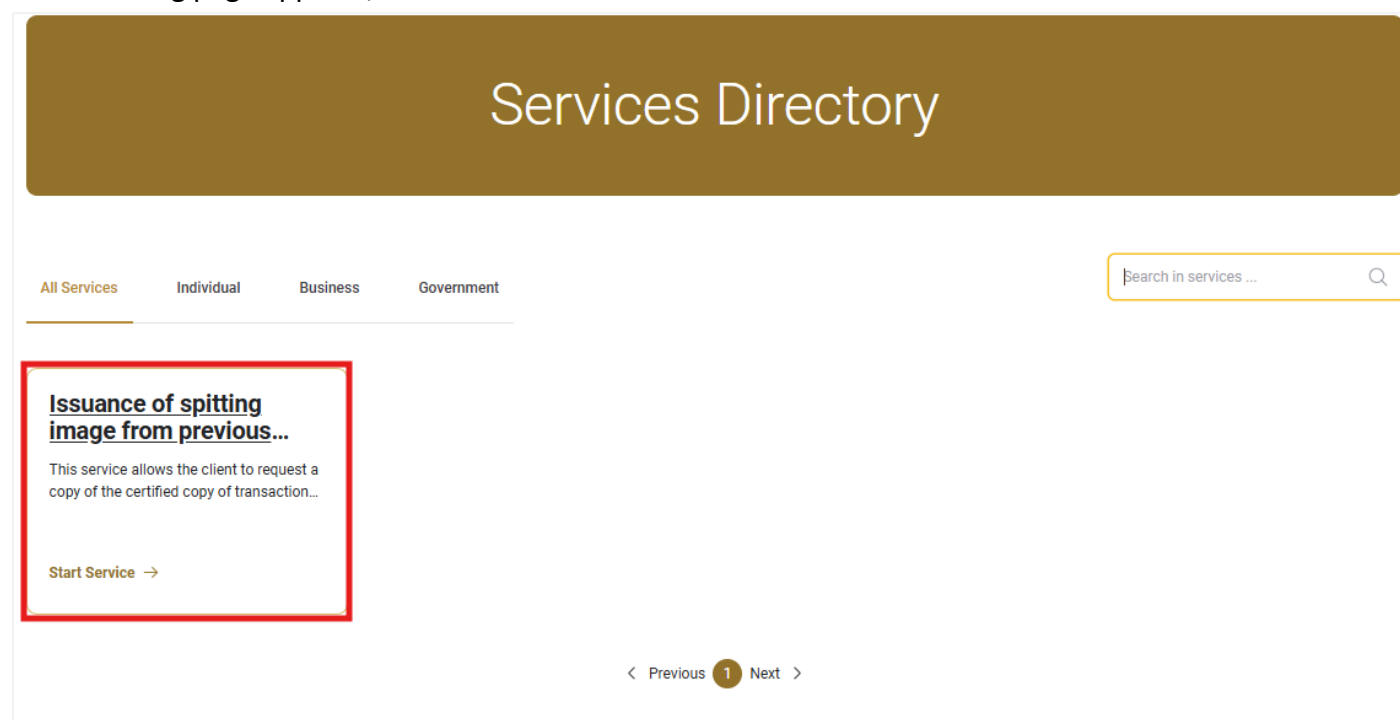
Method four

From the Ministry of Justice's website, available via the following link, [click here](#).

Choose E-Services → services Directory



The following page appears, then we search about the service.



Choose start services ,the following page appears

Services Details

Issuance of spitting image from previous deed

[Start Service →](#)

About the service

This service allows the client to request a copy of the certified copy of transactions that have already been certified by the notary public
To access the service [click here](#)

The process

Register with UAE PASS
Online Submission -Issuance of spitting image from previous deed
Payment of fees
Sign and receive the document

Requirements and Documents

Identity of parties



Service Code

121-052-010-000



QR Code



For inquiries call us at

800 333 333

If you wish to apply for issuance of spitting image from previous deed service, click the "[click here](#)" button next to the For submission option, which will take you to the unified gate.

Unified Gate For Electronic Services

Get Started with UAE PASS



Login with UAE PASS

A single trusted digital identity for all citizens,
residents and visitors.

For more information please check the user
manual from [Here](#)

I can't sign in with UAE Pass ; I would like to submit a
request for a temporary exception to sign in using my
registered account.

Submitting the Application

Once on the application submission page, select the required document type:

The screenshot shows the 'Issuance of spitting image from previous deed' application page. A progress bar at the top indicates five steps: 1. Create, 2. Review, 3. Interview, 4. Pay, and 5. Done. The 'Create' step is active. Below the progress bar, there is a 'Document Type' dropdown menu with options: 'PHOTO COPY' and 'Copy of Certificate (UAEPass)'. To the right of the dropdown is a 'Templates' dropdown menu with the text 'Please select a pattern from list.' and a 'SERVICE GUIDE' button with a download icon. On the far right, there is a vertical sidebar with icons for a menu, a list, a user profile, and a document.

Then, add the parties to the transaction:

The screenshot shows the 'Parties Description' section. It starts with the heading 'Select the parties to the transaction' and a note: '* It means the field is mandatory'. Below this is a 'Party' section with a dropdown arrow and a red asterisk. Underneath is a checkbox labeled 'I represent this Party'. The 'Personal Details' section follows, with a note: 'To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":'. Below this note are three steps: 1. Please fill out the fields, 2. Request to share data, and 3. Get Data. There are two input fields: 'Emirates ID Number' and 'date of Birth dd-MM-yyyy'. To the right of these fields are two buttons: 'request to share data' and 'get data'. Below the input fields is a checkbox labeled 'No Emirate ID Card'. To the right of this checkbox is a button labeled 'Please upload an Emirates ID card file' with an upload icon. Below this button is a note: 'Data will be extracted automatically Please make sure to upload a clear image for both sides of the Emirates ID card place the ID card horizontally'. At the bottom left is a button labeled '+ add party'.

Entering Party Information can be done in one of the following ways:

1. Automatically retrieve party details from the Federal Authority for Identity and Citizenship.:

This screenshot is identical to the one above, showing the 'Parties Description' section. It highlights the process to automatically retrieve party data from the ICP 'Federal Authority for Identity and Citizenship'. The steps are: 1. Please fill out the fields, 2. Request to share data, and 3. Get Data. The input fields for 'Emirates ID Number' and 'date of Birth dd-MM-yyyy' are shown, along with the 'request to share data' and 'get data' buttons. The 'No Emirate ID Card' checkbox and the 'Please upload an Emirates ID card file' button are also visible, along with the note about uploading a clear image of the ID card.

Note: To retrieve data from the Federal Authority for Identity and Citizenship, enter the Emirates ID number and birthdate, then click "**Request Data Sharing**." A notification will be sent to the user for

consent to share data. After consent, click "**Fetch Data**" to retrieve the full name, email, and mobile number from ICP, displayed in the request as shown below.

رقم الهاتف المتحرك *	البريد الإلكتروني *	الاسم الكامل *
377*****	*****@uae.uae	***** عبد الله

2. Manually if there is no Emirates ID..
 3. By attaching a file containing the Emirates ID, with party information extracted using AI technology, and manually filling in any remaining fields.
- ❖ **Party Description:** Write a description for this party, such as Principal, Agent, etc...
 - ❖ **I Represent This Party:** The system retrieves the data of the user submitting the request.

موكل

☐ I represent this Party

Personal Details

☒ No Emirats ID Card

Full Name *

Please enter the party's full name

Mobile Number *

 +971

Only numbers are allowed (971xxxxxxxxx)

Email *

Please enter the email of the party

date of Birth

dd-MM-yyyy

Please enter the date of birth of the party

Gender

Please select the gender of the party

Nationality *

Please select the nationality of the party

Emirate *

Please select the emirate to which the party belongs

City

Please select the city in which the party resides

Address

Please enter the address of the party

A valid email address and contact number (mobile phone) must be entered for each party to the transaction to receive notifications.

- You can add parties by clicking + add party
- You can add attachments (passport, driving license) by clicking + add new document

Note: If selecting "No Emirates ID," alternative identification documents must be added, filling in fields (Document Number, Country of Issue, Expiry Date, File).

Other Documents
Other supporting documents can be added

Document Name

+ add new document

Passport
Identity
Trade License
Driving License

↓

Other Documents
Other supporting documents can be added

Document Name
Passport

Document Number

Country of Issue

Expiry Date
dd-MM-yyyy

File Upload

attach an image or PDF, the maximum limit is 10 MB

+ add new document

The desired document for issuing a spitting image is specified using one of the following options:

- Select a Transaction from the table

Please select the required document through one of the following options:

☒ Select a Transaction from the table ☐ Upload Transaction Document ☐ Documents Description

Search

Sorry, no matching records found

Rows per page: 20 0-0 of 0

- Upload Transaction Document

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☒ Upload Transaction Document ☐ Documents Description

Please upload required transaction file

Notes

- Documents Description

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☐ Upload Transaction Document ☒ Documents Description

Notes

Attachments can be added, if necessary, by clicking “add an attachment”

Attachments

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add an attachment

Note: Only an image or a PDF file is allowed to be attached / Maximum file size allowed is 10 MB

The applicant can add notes in the "Applicant Owner Notes" field if needed.

Application Owner Notes

The applicant can add his notes related to the application

If the request is related to reform and penal institutions, enable the option and select the institution:

☒ A request related to correctional and penal institutions

Please specify the correctional and penal institution

السجن المركزي نساء - الشارقة
السجن المركزي - عجمان
مركز الغرب - الشارقة
مركز البحيرة - الشارقة
مركز احتياطي واسط - الشارقة
مركز الصناعية - الشارقة
مركز الصجعة - الشارقة
مركز السبوح - الشارقة
مركز واسط - الشارقة
قسم المكافحة

SAVE AS DRAFT PREVIEW SEND

Download MOJ App

Subscribe to Our newsletter

IRATES

About Website

After entering all required data and fields, the following options are available:



- **Cancel:** To withdraw and cancel the request.
- **Save as Draft:** Save the request in its current state and return later to complete and submit it.
- **Preview:** View how the transaction will appear to the notary.
- **Send:** Submit the request for review by the notary.

Once the request is submitted, the parties are notified via mobile and email with notifications indicating that a request has been submitted for this service. The transaction is then reviewed and audited by the notary.

The transaction is then reviewed and audited by the notary.

When the notary completes the transaction review and verifies its accuracy, moving it to the interview stage, an email notification and SMS are sent to the applicant and all parties required to sign.

The message contains a link to access the application in the interview stage.



The option to start a video call is available to conduct a video call with the notary, involving the applicant and all transaction parties on one side and the notary on the other.



The page refresh option is available to update the page's contents.

After the notary verifies all party information, reviews the transaction text and its attachments, they approve the request and move it to the payment stage.

Notifications are sent indicating the request has moved to payment.

The user clicks on the payment link they receive to open the request in the payment stage.

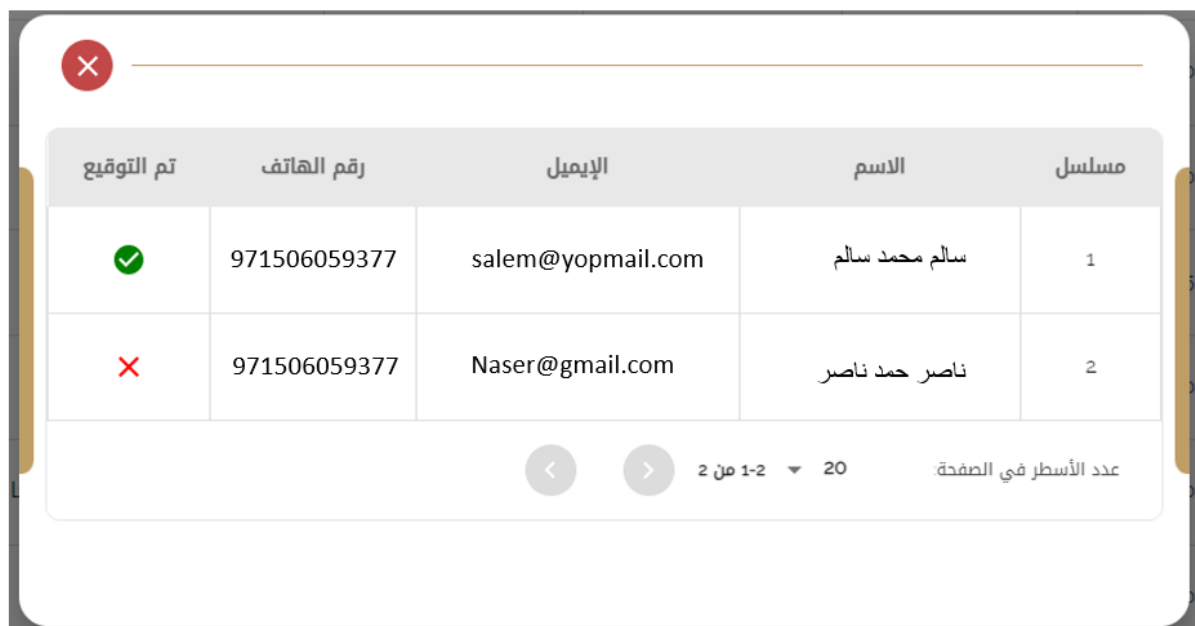
The applicant must agree to the terms and conditions, then click the button

دفع

They are then directed to the electronic payment gateway, where they enter the required payment information. After successful payment, a notification from the digital ID is received for digitally signing the request.



The signing links from the digital ID are sent to the required signatories in sequence (the link is sent to the first party, and after a successful signature, the link is sent to the second party).



After all required parties successfully sign the request digitally, the notary adds their digital signature, completing the transaction, and the final transaction download page appears as follows:

إصدار صورة طبق الأصل عن محرر سابق

مسودة1مراجعة2مقابلة3دفع4ملحز

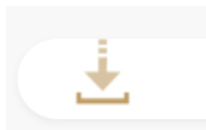
ملحز

رقم الطلب :
نوع المعاملة : صورة طبق الأصل
مقدم الطلب :
صلاحية المعاملة : غير محدودة

رقم المعاملة
تاريخ التقديم : 2022-11-30
تاريخ آخر تحديث : 2022-11-30

تم إنجاز المعاملة بنجاح و يمكنكم تحميل المعاملة النهائية

Click the



button to download the final transaction.

❖ Digital Power of Attorneys (DPOAs):

The applicant can choose to issue the power of attorney without notary intervention for specific predefined templates within the system. It is automatically issued by the system based on the applicant's UAEPASS account, where the applicant's identity is verified digitally, along with signing digitally using their UAEPASS account.

1. Select Document Type: Digital Power of Attorney

إصدار صورة طبق الأصل عن محرر سابق

<

متجز
5

دفع
4

مقابلة
3

مراجعة
2

مسودة
1

الدليل الإرشادي للخدمة

▲
يرجى اختيار نموذج من القائمة

نوع الوثيقة

صورة طبق الاصل

إصدار صورة طبق (الأصل رقمية)

2. Transaction Parties:

- Principal: The system retrieves the principal's details based on their UAEPASS data.

Parties Description

Select the parties to the transaction

* It means the field is mandatory

موکل

Personal Details

Emirates ID number *

Only numbers are allowed (78xxxxxxxxxxxx)

Full Name *

Please enter the full name of the party

Mobile Number *



Only numbers are allowed (97xxxxxxxxxx)

Email *

Please enter the email of the party

date of Birth

07-12-2001

Please enter the date of birth of the party

Gender *

Male

Please select the gender of the party

Nationality *

Syria

Please select the nationality of the party

Emirate *

Abu Dhabi

Please select the emirate to which the party belongs

Address

Al Mushrif

Please enter the address of the party

The desired document for issuing a spitting image is specified using one of the following options:

- Select a Transaction from the table

Please select the required document through one of the following options:

☒ Select a Transaction from the table ☐ Upload Transaction Document ☐ Documents Description

🔍

Sorry, no matching records found

Rows per page: 20 0-0 of 0 < >

- Upload Transaction Document

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☒ Upload Transaction Document ☐ Documents Description

Please upload required transaction file 

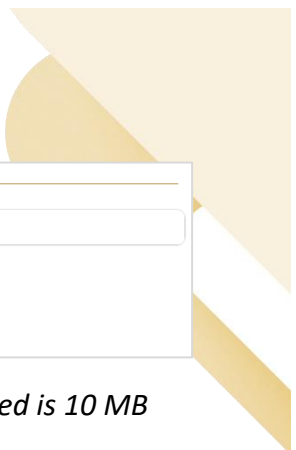
Notes

- Documents Description

Please select the required document through one of the following options:

☐ Select a Transaction from the table ☐ Upload Transaction Document ☒ Documents Description

Notes



ed is 10 MB

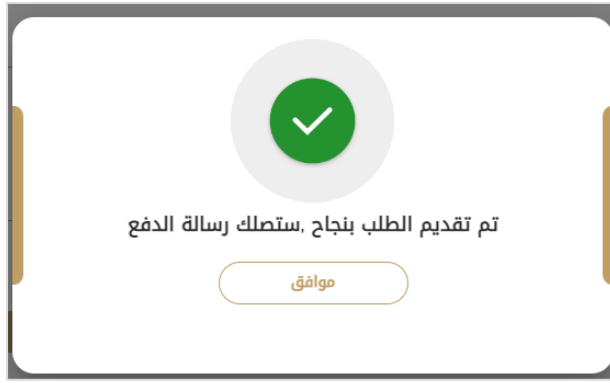
Note: Only an image or a PDF file is allowed to be attached / Maximum file size allowed is 10 MB

The applicant can add their notes, if any, in the Applicant Notes field

After adding an acknowledgment and pledge from the applicant agreeing to the power of attorney content, submit the request.

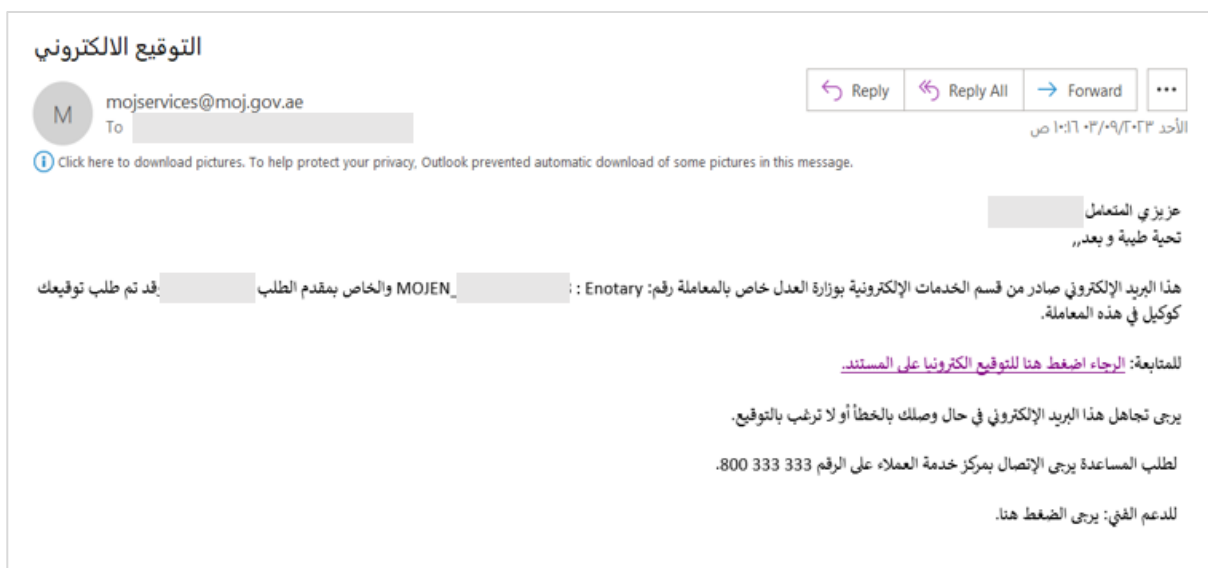
3. Alter ad content

A screenshot of the 'Alter ad content' dialog box. The 'Acknowledge' checkbox is checked. The 'Smart description' checkbox is unchecked. The 'Description' field is empty.



4. Upon successful submission, the request moves directly to the payment stage.

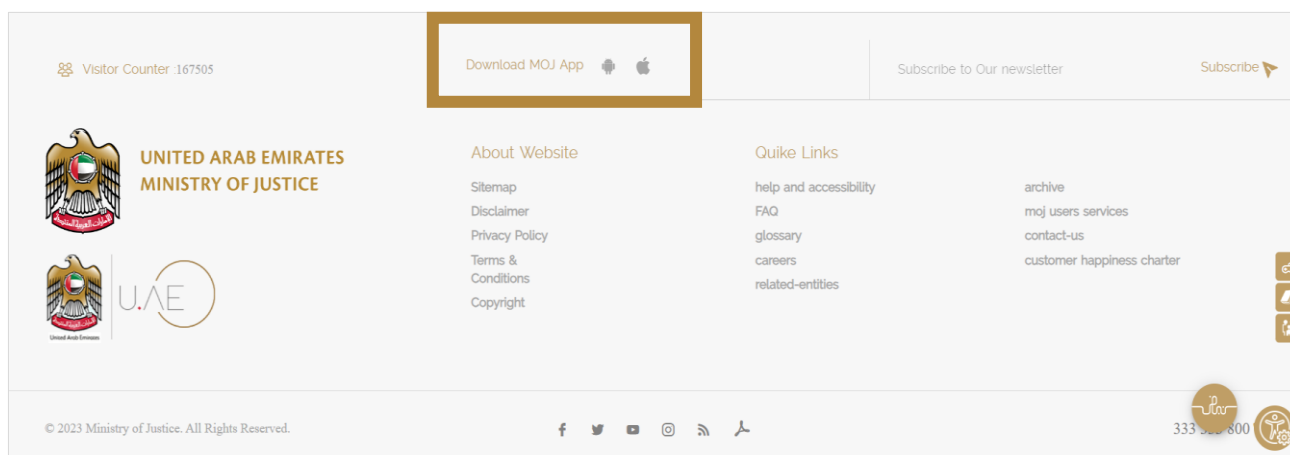
5. After successful payment, a notification from the digital ID prompts the applicant to sign the request digitally.



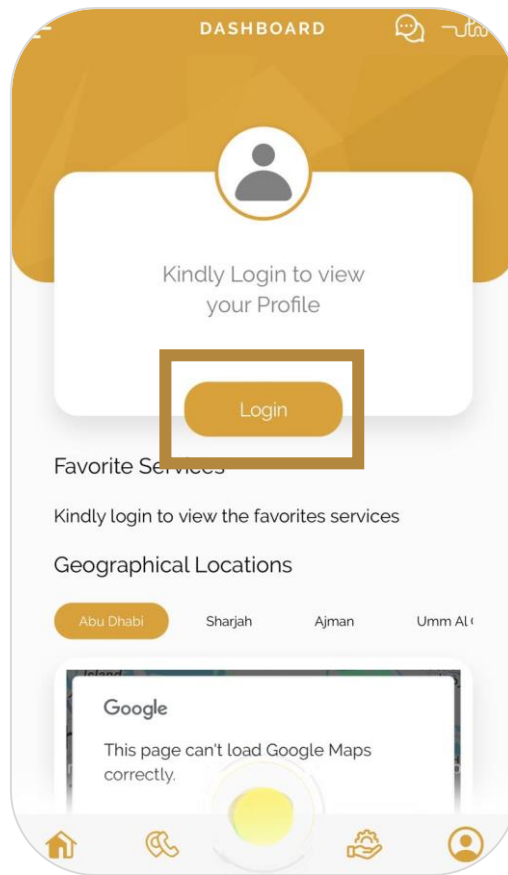
6. Upon successful digital signature, the request moves to "Completed," and the transaction can be received.

❖ Submitting via the Ministry of Justice Mobile App

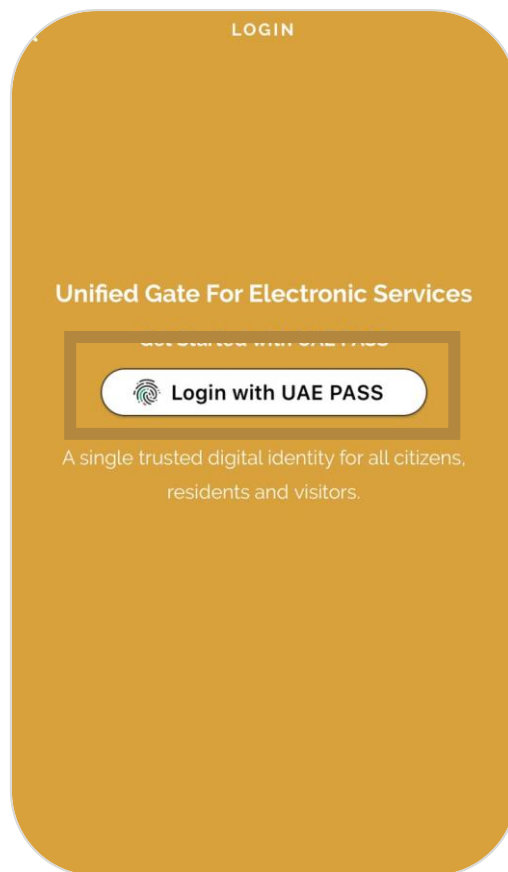
You can download the Ministry of Justice app from their website:



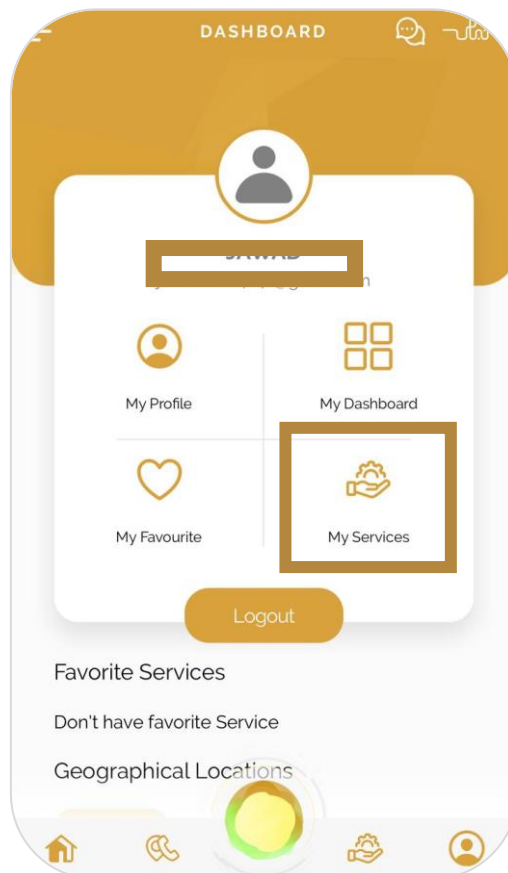
After successfully installing the app on your mobile phone, click on login:



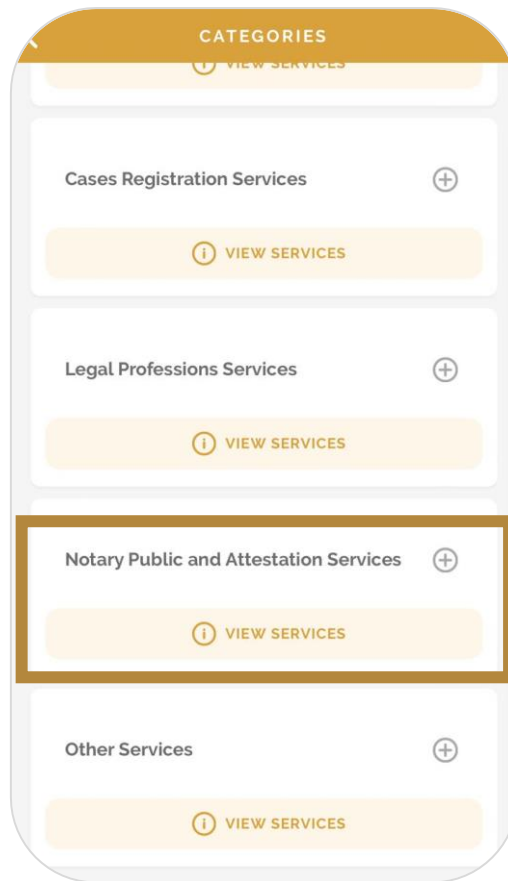
Log in via UAEPASS, and a notification will be sent to the UAEPASS app on the mobile phone for confirmation.



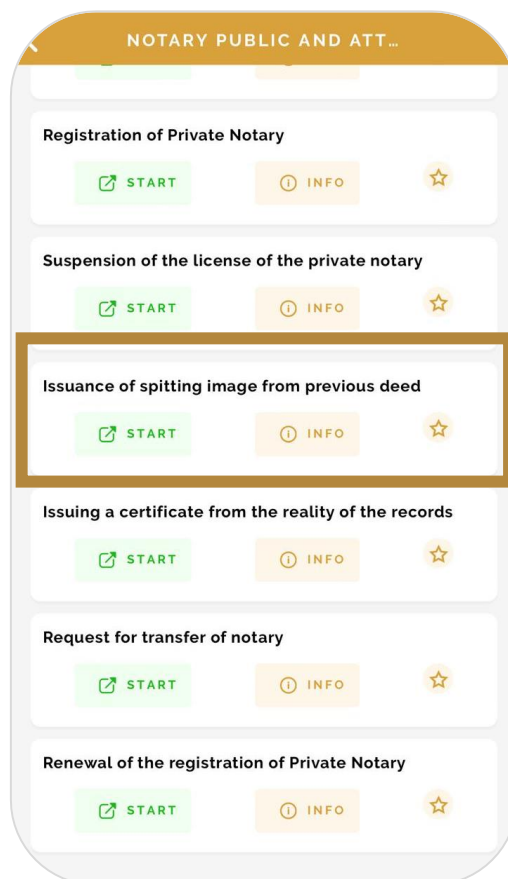
The user's dashboard appears, click "My Services."



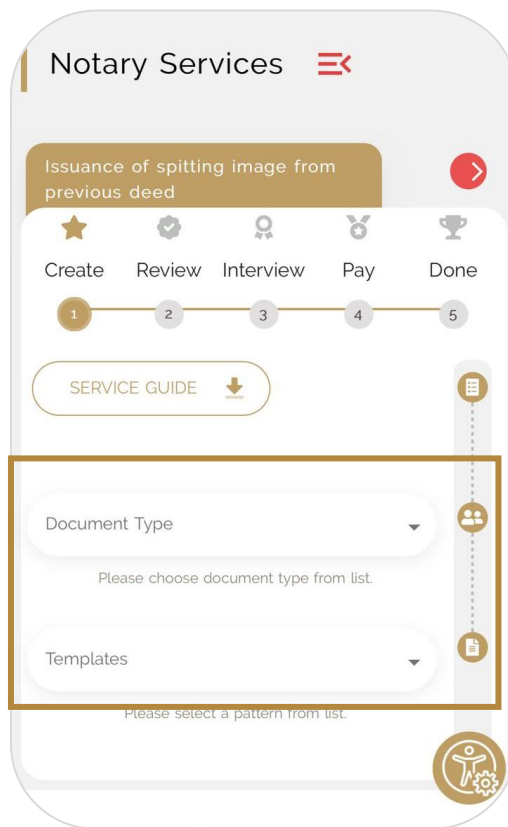
Choose Notary Public and Attestation Services.



Select the "Issuance of spitting image from previous deed" service.

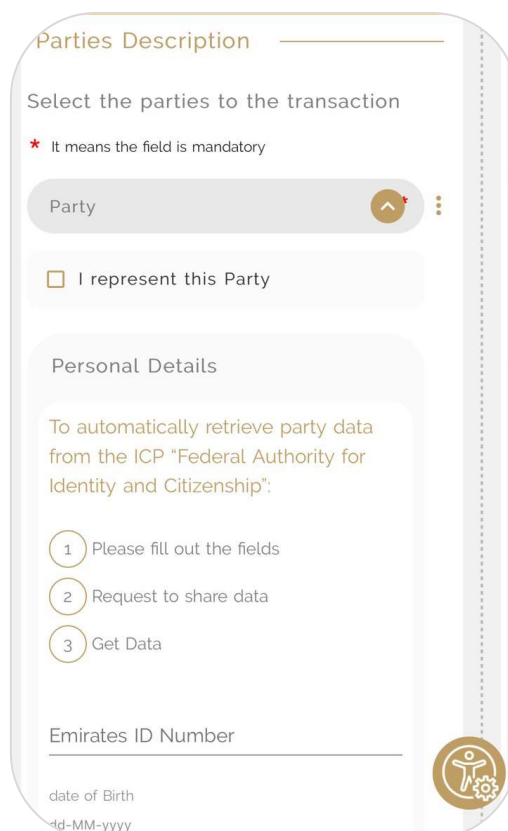


Upon clicking "Start" the application submission screen appears. Select the document type and template:



The screenshot shows the 'Notary Services' application submission screen. At the top, there is a title 'Notary Services' with a red menu icon. Below it, a brown banner reads 'Issuance of spitting image from previous deed' with a red arrow icon. A progress bar with five steps is shown: 'Create' (1), 'Review' (2), 'Interview' (3), 'Pay' (4), and 'Done' (5). Below the progress bar is a 'SERVICE GUIDE' button with a download icon. A brown box highlights the 'Document Type' and 'Templates' dropdown menus. The 'Document Type' dropdown has a placeholder text 'Please choose document type from list.' and the 'Templates' dropdown has a placeholder text 'Please select a pattern from list.'. On the right side, there are icons for a list, a group of people, and a document. At the bottom right, there is a circular icon with a person and a gear.

Then, add the parties with their information to the transaction:



The screenshot shows the 'Parties Description' screen. At the top, there is a title 'Parties Description' with a red underline. Below it, the text 'Select the parties to the transaction' is displayed. A red star icon indicates a mandatory field. Below this, there is a 'Party' dropdown menu with an upward arrow and a red star icon. A checkbox labeled 'I represent this Party' is shown. Below the checkbox, there is a section titled 'Personal Details'. Inside this section, there is a text box with the instruction 'To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":'. Below this text box, there are three numbered steps: 1. Please fill out the fields, 2. Request to share data, and 3. Get Data. At the bottom, there is a text input field for 'Emirates ID Number' and a date of birth field with a placeholder 'dd-MM-yyyy'. On the right side, there is a circular icon with a person and a gear.

The desired document for issuing a spitting image is specified using one of the following options:

- Select a Transaction from the table

Please select the required document through one of the following options:

- ☒ Select a Transaction from the table
- ☐ Upload Transaction Document
- ☐ Documents Description

Search:

Sorry, no matching records found

Rows per page: 20 0-0 of 0

Attachments

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add an attachment

The interface shows a mobile app screen with a list of options to select a document. The first option, 'Select a Transaction from the table', is selected. Below the options is a search bar and a message stating 'Sorry, no matching records found'. There is also a 'Rows per page' dropdown set to 20, showing '0-0 of 0' results. At the bottom, there is an 'Attachments' section with a text input field and a note about allowed file formats and size. A '+ add an attachment' button is at the very bottom.

- Upload Transaction Document

Please select the required document through one of the following options:

- ☐ Select a Transaction from the table
- ☒ Upload Transaction Document
- ☐ Documents Description

Please upload required transaction

Notes

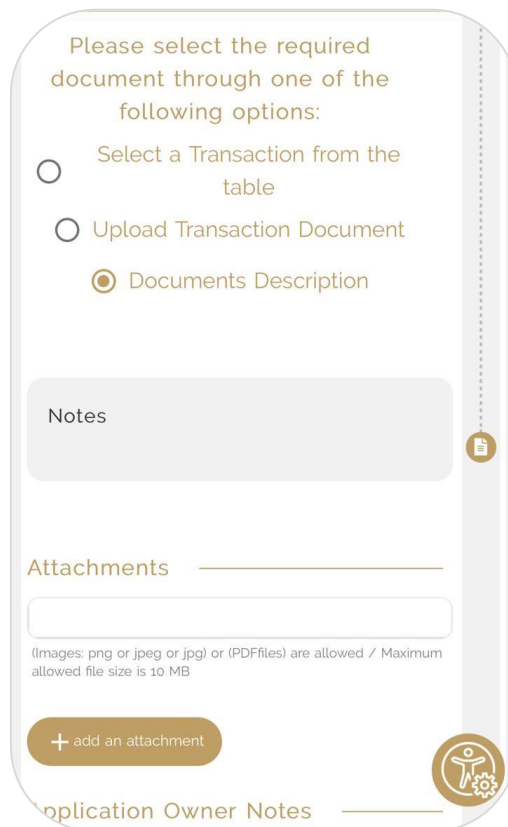
Attachments

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add an attachment

The interface shows the same mobile app screen, but now the 'Upload Transaction Document' option is selected. Below the options is a dashed box with the text 'Please upload required transaction'. There is also a 'Notes' section with a text input field. The 'Attachments' section and the '+ add an attachment' button remain at the bottom.

- Documents Description



Please select the required document through one of the following options:

- ☐ Select a Transaction from the table
- ☐ Upload Transaction Document
- ☒ Documents Description

Notes

Attachments

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

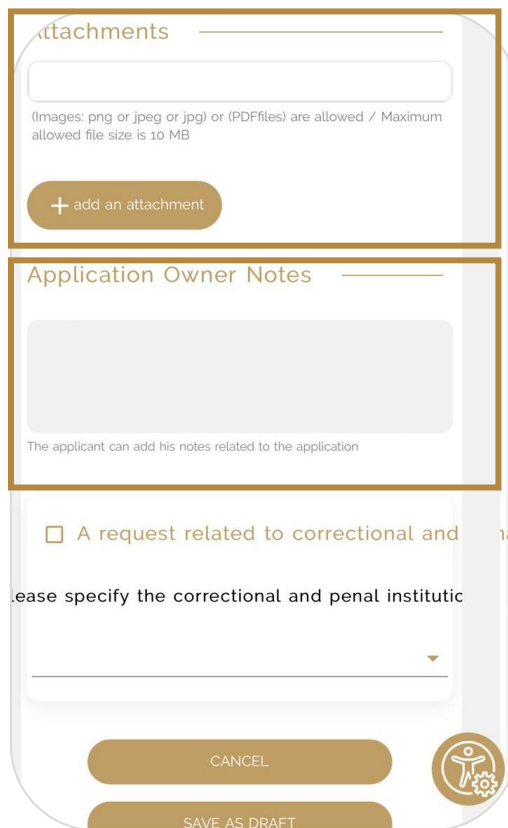
+ add an attachment

Application Owner Notes

The interface shows a mobile app screen with a light gray background. At the top, there's a title bar. Below it, a text prompt asks the user to select a document type. Three radio buttons are listed: 'Select a Transaction from the table', 'Upload Transaction Document', and 'Documents Description' (which is selected). Below the radio buttons is a 'Notes' section with a gray text input area. Underneath is an 'Attachments' section with a white text input area and a note about allowed file formats and size. A brown button with a plus icon and the text '+ add an attachment' is below the input. At the bottom is an 'Application Owner Notes' section with a gray text input area. On the right side of the screen, there are two circular icons: a document icon and a person with a gear icon.

You can add related attachments to the request.

You can add any applicant owner notes if available.



Attachments

(Images: png or jpeg or jpg) or (PDFfiles) are allowed / Maximum allowed file size is 10 MB

+ add an attachment

Application Owner Notes

The applicant can add his notes related to the application

☐ A request related to correctional and penal institutions

Please specify the correctional and penal institution

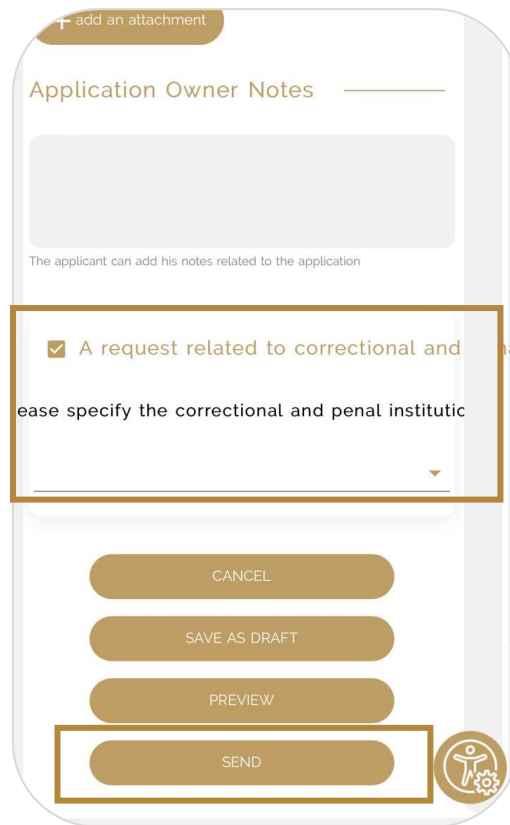
CANCEL

SAVE AS DRAFT

The interface shows a mobile app screen with a light gray background. It features two main sections highlighted with brown borders: 'Attachments' and 'Application Owner Notes'. The 'Attachments' section includes a white text input area, a note about allowed file formats and size, and a brown button with a plus icon and the text '+ add an attachment'. The 'Application Owner Notes' section includes a gray text input area and a note about the applicant adding notes. Below these sections, there's a checkbox labeled 'A request related to correctional and penal institutions' and a text input area for specifying the institution. At the bottom, there are two brown buttons: 'CANCEL' and 'SAVE AS DRAFT'. On the right side of the screen, there is a circular icon of a person with a gear.

If the request is related to reform and penal institutions, specify the institution.

Click "Send."



The image shows a mobile application interface for "Application Owner Notes". At the top, there is a button labeled "+ add an attachment". Below this is a section titled "Application Owner Notes" with a large text input area. A small note below the input area states: "The applicant can add his notes related to the application". Below the input area, there is a checkbox labeled "A request related to correctional and penal institutions". The text "Please specify the correctional and penal institution" is partially visible below the checkbox. At the bottom of the screen, there are four buttons: "CANCEL", "SAVE AS DRAFT", "PREVIEW", and "SEND". The "SEND" button is highlighted with a red border. To the right of the "SEND" button is a circular icon containing a person and a gear.

+ add an attachment

Application Owner Notes

The applicant can add his notes related to the application

☒ A request related to correctional and penal institutions

Please specify the correctional and penal institution

CANCEL

SAVE AS DRAFT

PREVIEW

SEND