

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Issuing a certificate from the reality of the records

E-Notary System

User Manual

Fourth Edition

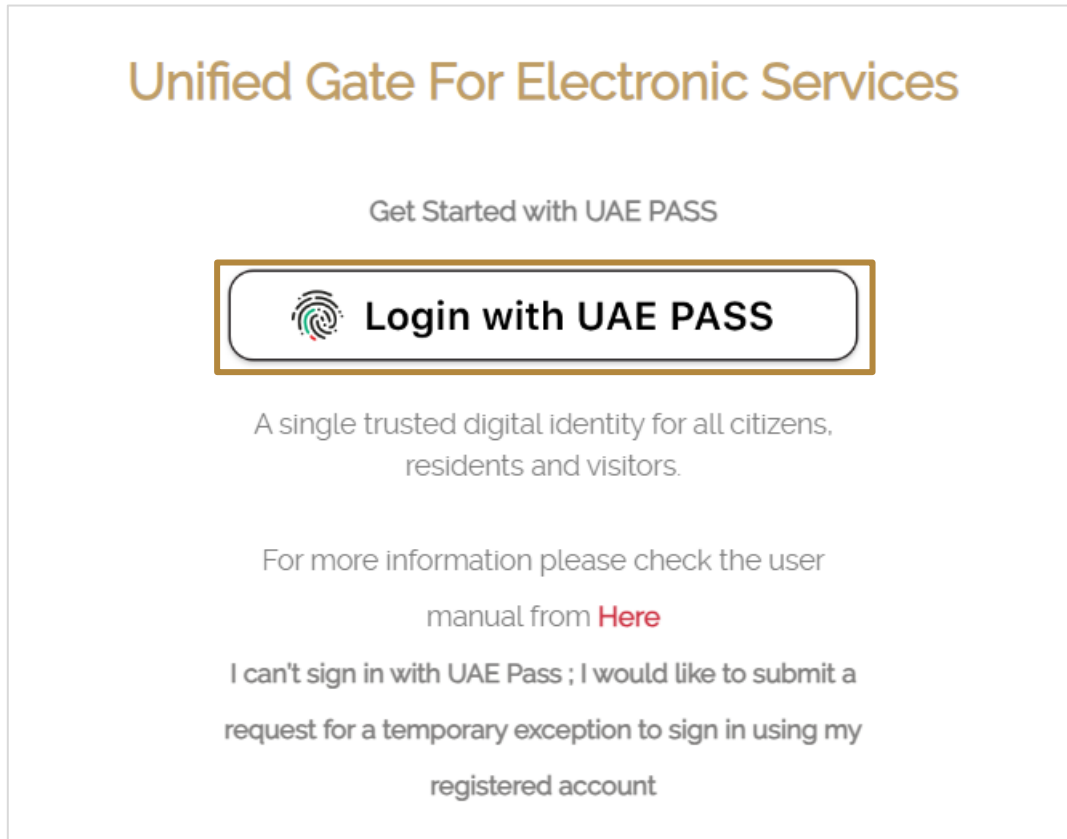
Submitting Transactions

You can submit notary services in three ways as follows:

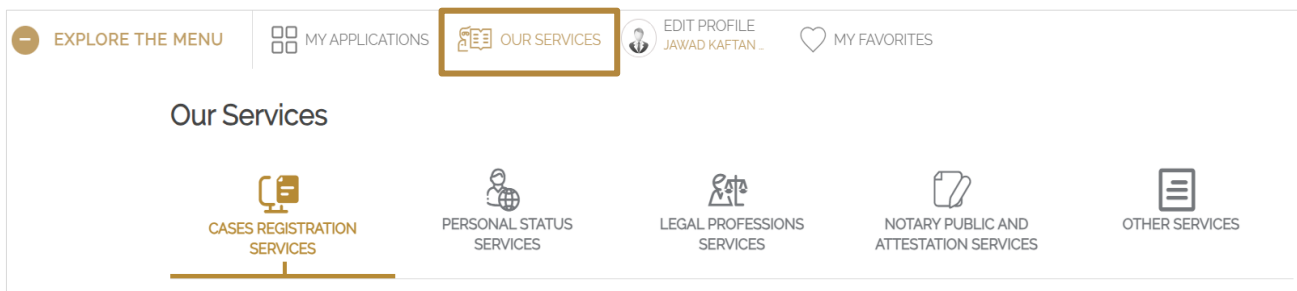
Method One

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

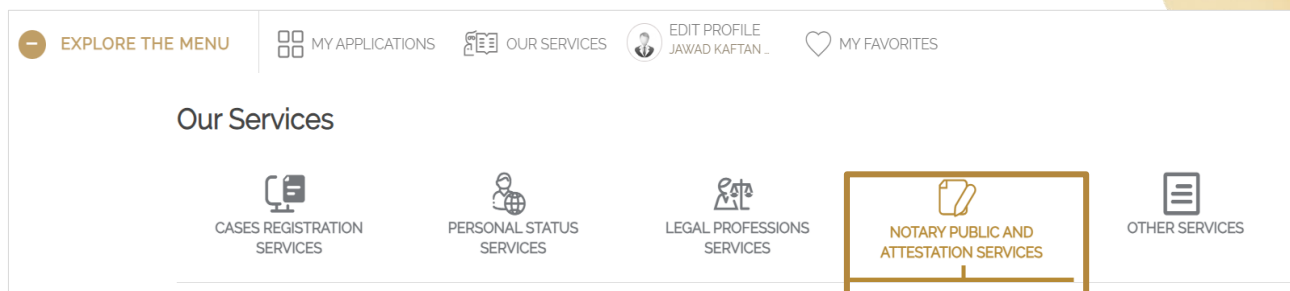
The user logs in with their UAEPASS.



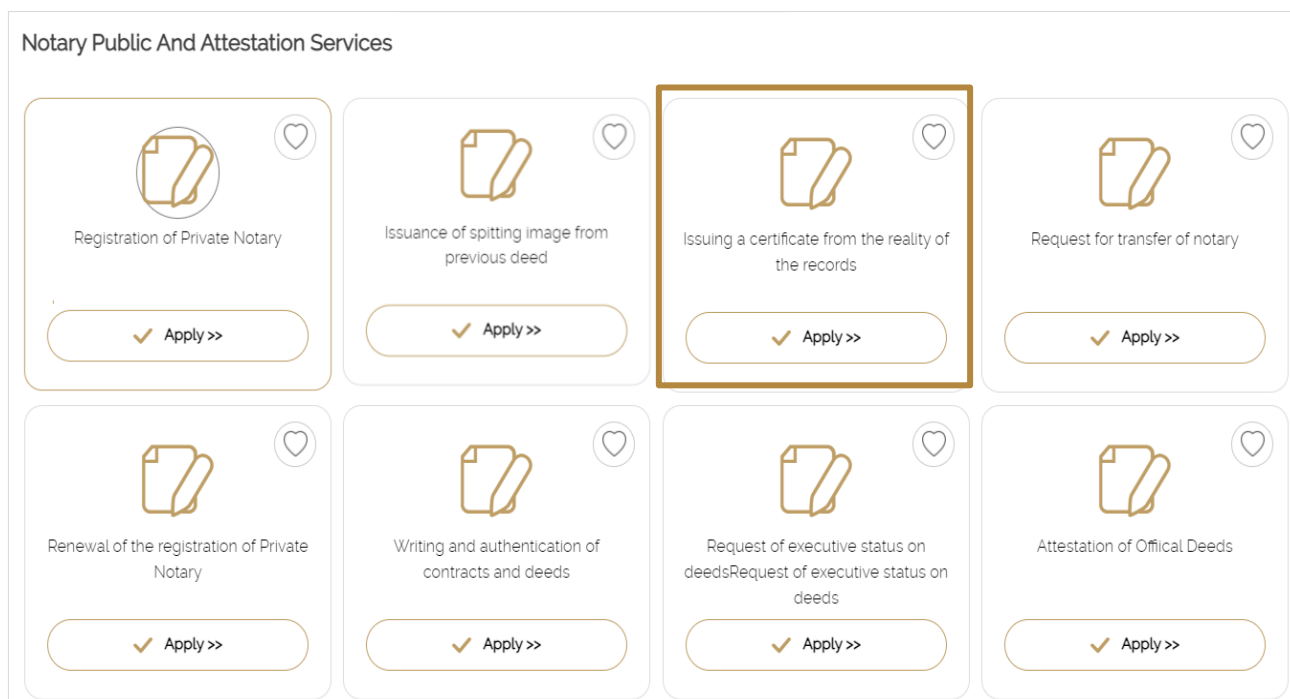
The user clicks on “Our Services” menu.



Then, clicks on the Notary Public and Attestation Services.



From the Notary Public and Attestation Services, choose the "Issuing a certificate from the reality of the records" service.

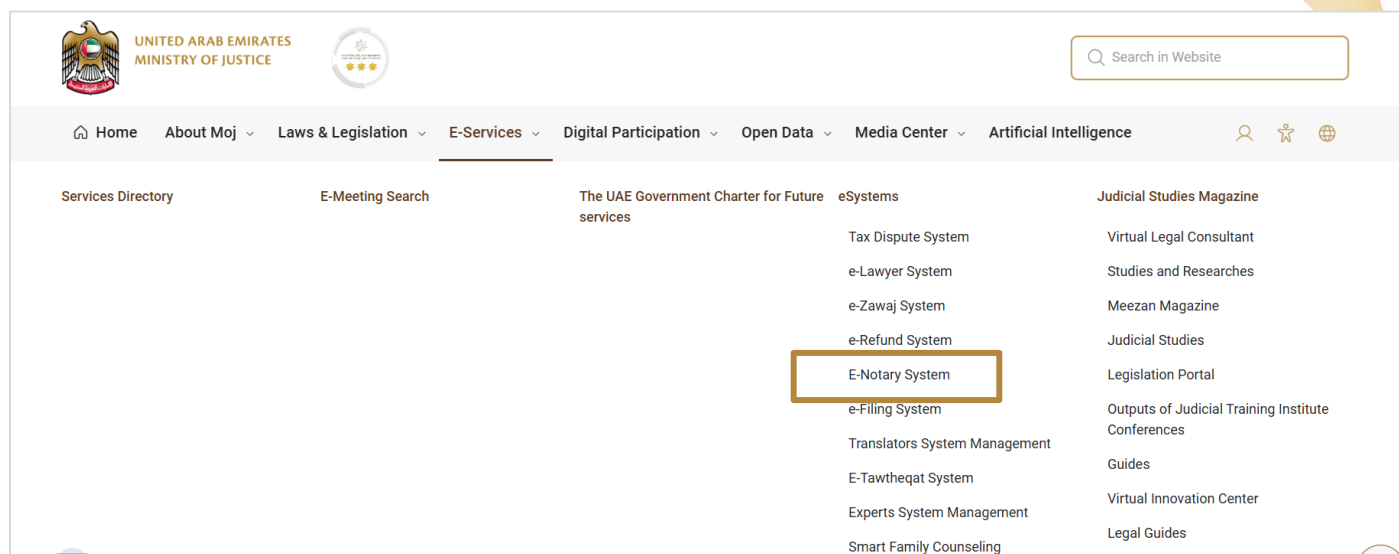


The application submission screen appears.

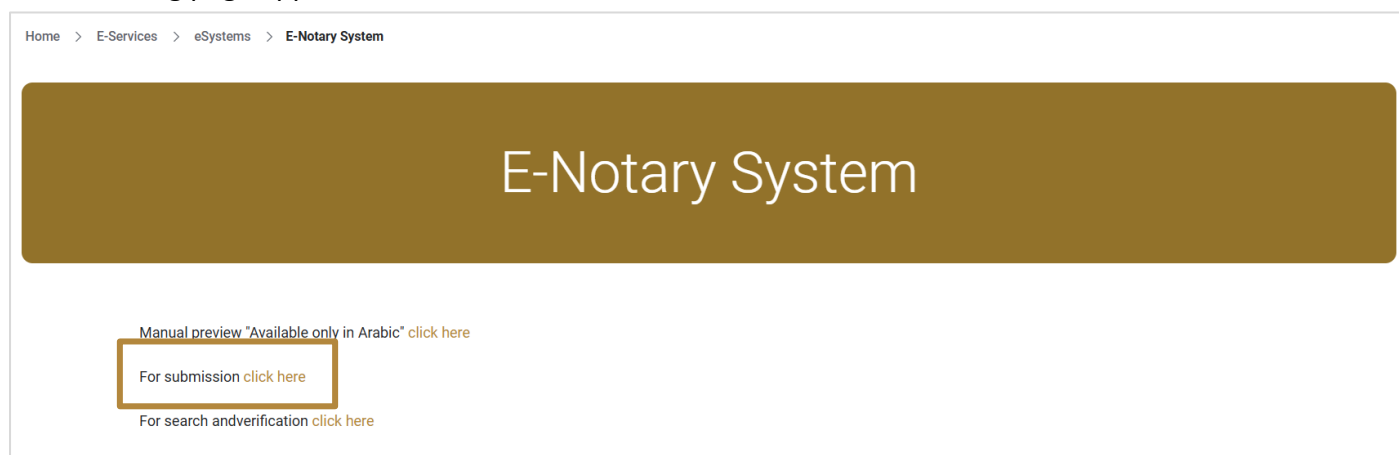
Method Two

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

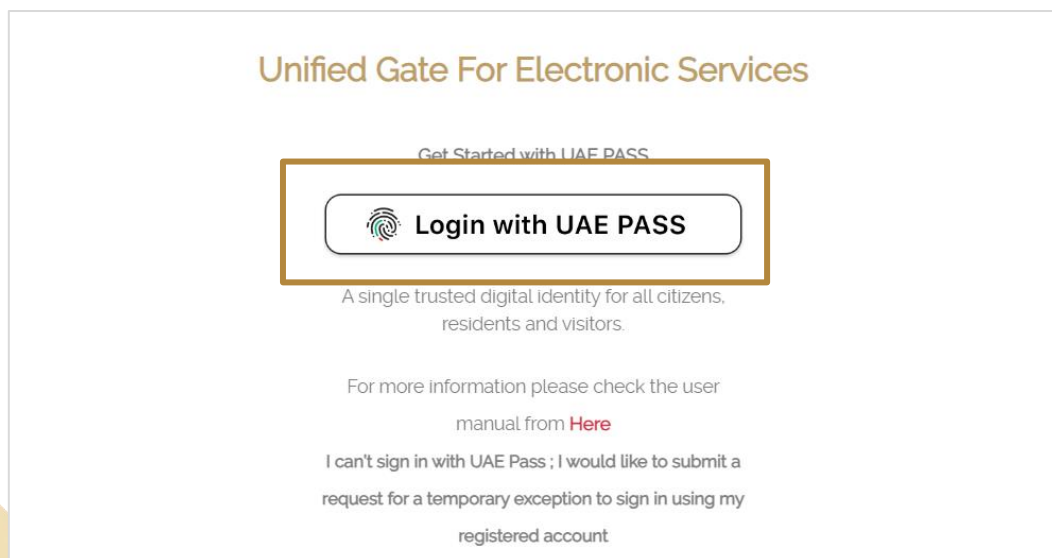
Choose E-Services → e-Systems → E-Notary System.



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:

The dashboard interface features a top navigation bar with a 'Dashboard' title, a 'FILTER.SHOW' button, a 'CREATE NEW REQUEST +' button, and two menu icons. Below the navigation bar, there are five status cards: 'Draft', 'Under Review', 'Meeting' (highlighted), 'Payment', and 'Done'. Each card displays a minus sign and an icon representing its status. A search bar with a magnifying glass icon and the word 'SEARCH' is positioned below the status cards. At the bottom, there are five input fields for 'Application Number', 'Document Number', 'Name', 'Email', and 'Phone Number', followed by search and refresh icons.

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

The 'Public Services' interface displays a grid of service options. The first row includes: 'Writing and authentication of contracts and deeds', 'Request of executive status on deeds', 'Cancellation of contracts and deeds', and 'Issuance of spitting image from previous deed'. The second row includes: 'Issuing a certificate from the reality of the records' (highlighted with a brown border) and 'Request for transfer of notary'. Each service option is represented by an icon and a text label.

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

Issuing a certificate from the reality of the records

★

Draft

1

🔄

Review

2

👤

Interview

3

💳

Pay

4

🏆

Done

5

>

SERVICE GUIDE

📄

20%

Document Type

Testimony from the reality of records

▼

Templates

Testimony from the reality of records

▼

Please choose document type from list.

Please select a pattern from list.

!

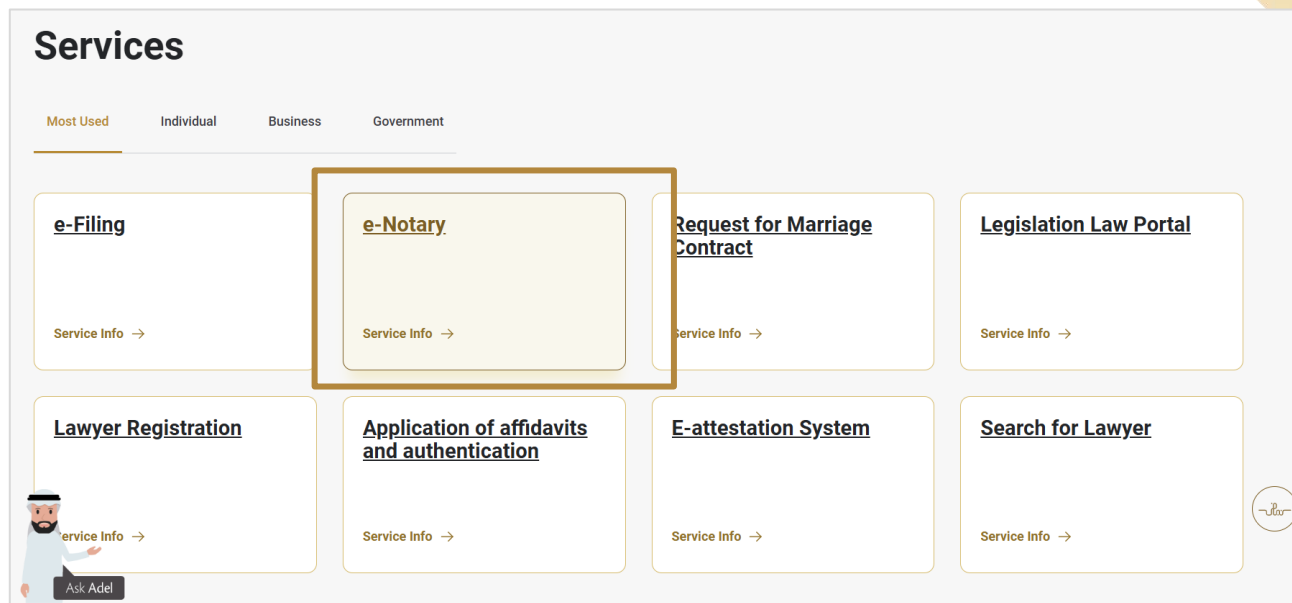
Notes

- After payment, the transaction will be sent to the signature via digital ID

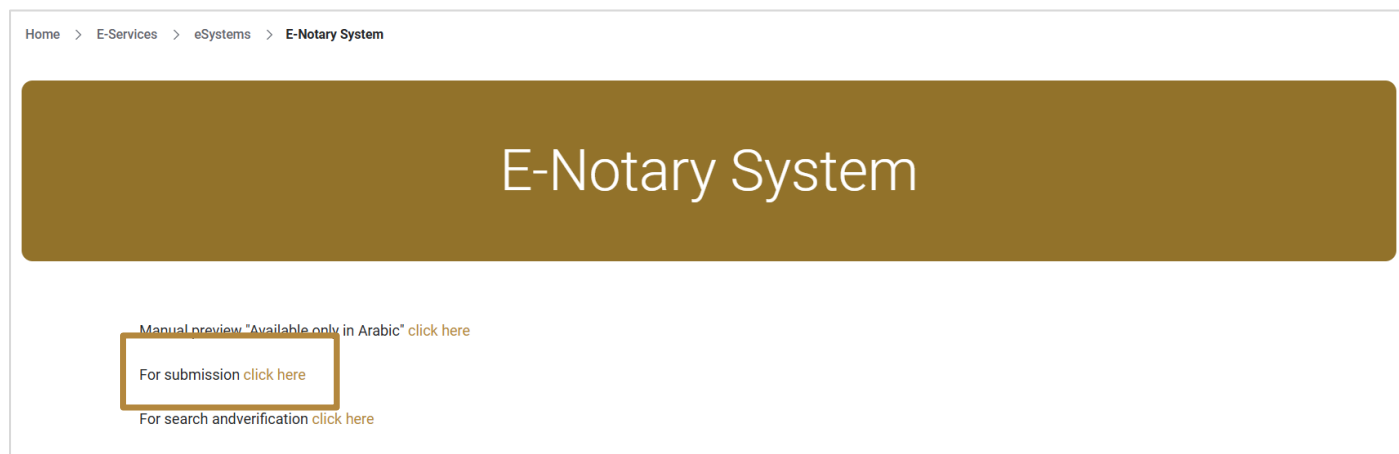
Method Three

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

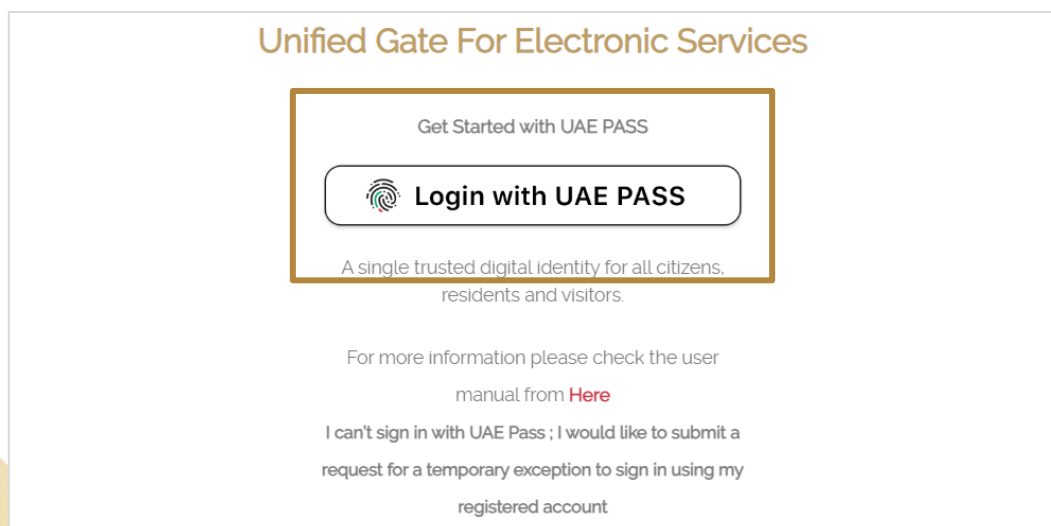
Choose e-Notary.



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:

The dashboard features a header with a 'Dashboard' title, a 'FILTER.SHOW' button, and a 'CREATE NEW REQUEST +' button. Below the header are five status tabs: 'Draft', 'Under Review', 'Meeting' (selected), 'Payment', and 'Done'. Each tab displays a count and an icon. A search bar with a magnifying glass icon is located below the tabs. At the bottom, there are five input fields for 'Application Number', 'Document Number', 'Name', 'Email', and 'Phone Number', followed by search and refresh icons.

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

The 'Public Services' page displays six service tiles. The first four tiles are: 'Writing and authentication of contracts and deeds', 'Request of executive status on deeds', 'Cancellation of contracts and deeds', and 'Issuance of spitting image from previous deed'. The fifth tile, 'Issuing a certificate from the reality of the records', is highlighted with a brown border. The sixth tile is 'Request for transfer of notary'.

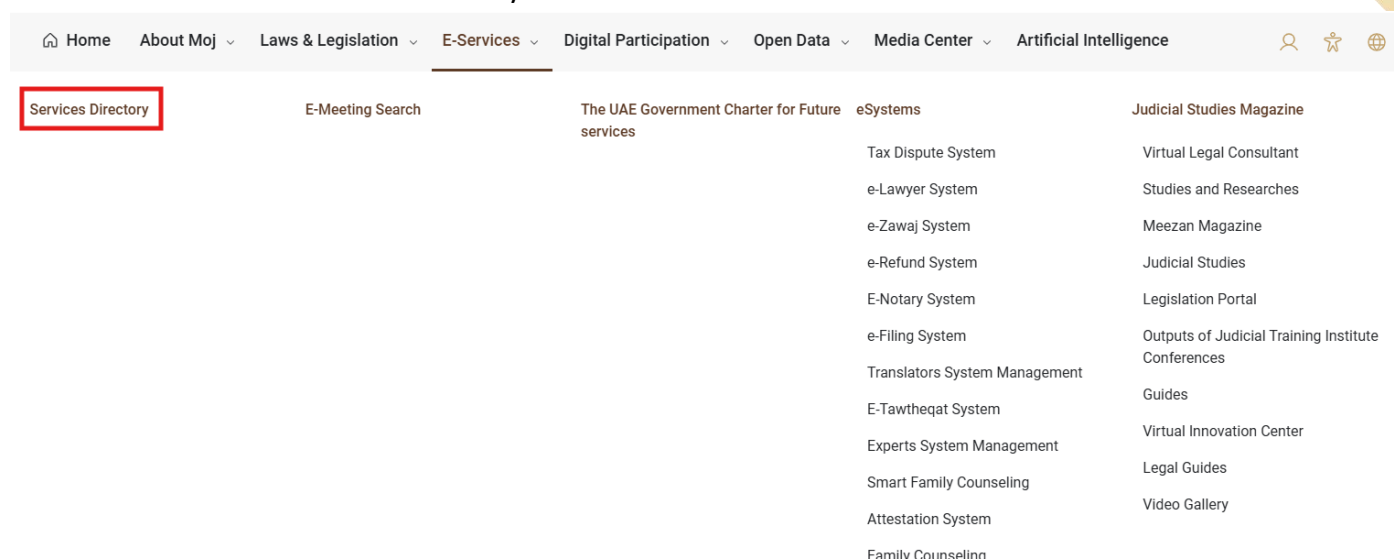
Click the "Start Service" button, and the application submission screen will appear.

The application submission screen shows a progress bar with five steps: 'Draft' (1), 'Review' (2), 'Interview' (3), 'Pay' (4), and 'Done' (5). The 'Draft' step is selected. Below the progress bar, there are two dropdown menus: 'Document Type' (set to 'Testimony from the reality of the records') and 'Templates' (set to 'Testimony from the reality of the records'). A 'Notes' button is located below the dropdowns. A 'SERVICE GUIDE' button is on the right. A green progress indicator shows '20%' completion. A note at the bottom states: 'After payment, the transaction will be sent to the signature via digital ID'.

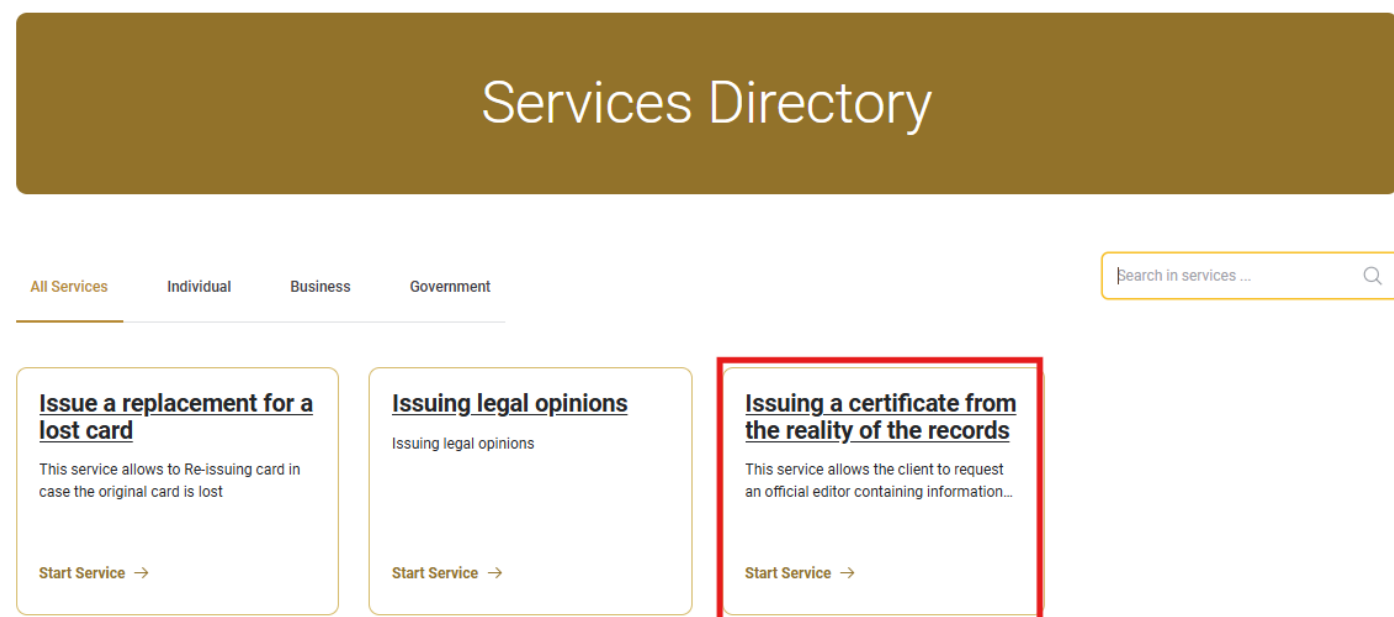
Method four

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

Choose E-Services → services Directory



The following page appears.



Choose start services ,the following page appears

Services Details

Issuing a certificate from the reality of the records

[Start Service →](#)

About the service

This service allows the client to request an official editor containing information about the editor released in the above
To access the service [click here](#)

The process

Register with UAE PASS
Online Submission
Payment of fees
Receive the document (certificate)

Requirements and Documents

Identity of parties



Service Code

121-052-011-000



QR Code



For inquiries call us at

800 333 333

If you wish to apply for Cancellation of contracts and deeds 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

Then, the default parties for the transaction appear with the ability to add new parties: (e.g., Party, Agent):

Parties Description

Select the parties to the transaction

* It means the field is mandatory

Party

☐ I represent this Party

Personal Details

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields 2 Request to share data 3 Get Data

Emirates ID Number date of Birth
dd-MM-yyyy

request to share data get data

☐ No Emirats ID Card

Please upload an Emirates ID card file

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.

+ 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.:**

To automatically retrieve party data from the ICP "Federal Authority for Identity and Citizenship":

1 Please fill out the fields 2 Request to share data 3 Get Data

Emirates ID Number date of Birth
dd-MM-yyyy

request to share data get data

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 عبيد 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.

Party

☐ 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 
- You can add attachments (passport, driving license) by clicking 

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

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

Then in the Text Transaction section you choose the Transaction Title and choose one of the available methods to define the terms of the transaction

Text Transaction

Transaction Title
Testimony from the reality of records

Please enter the transaction address that will appear in the final transaction.

You can choose one of the available methods to define the terms of the transaction

Transaction Based On Prior Models

It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A WriterJustice

Direct Transaction Upload

You Can Upload The Complete Transaction File In (PDF) Format To Be Certified Directly

CHOOSE ITEMS AGAIN

PDF PREVIEW

↶ ↷

I B

A A

تشهد إدارة الكاتب العدل والتصديقات في وزارة العدل ان السيد .

وقد تم إصدار هذه الشهادة بناء على طلبه دون تحمل الادارة ادنى مسؤولية تجاه الغير

You can preview the final form of the transaction at any time by clicking

PDF PREVIEW

CHOOSE ITEMS AGAIN

RELEASE

الاسم	الصفة	الجنسية	نوع الهوية	رقم الهوية	العنوان
	Party				

تشهد إدارة الكاتب العدل والتصديقات في وزارة العدل ان السيد ،

وقد تم إصدار هذه الشهادة بناء على طلبه دون تحمل الادارة ادنى مسؤولية تجاه الغير

Some templates have mandatory attachments added by default in the attachments table when selected. **Additional attachments** can be added if necessary.

+ add attach

Attachments

	NAME	DESCRIPTION	FILE
	Official Liter		

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

+ add attach

Note: Only images or PDF files can be attached, with a maximum file size of 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 الصعقة - الشارقة
- مركز السيوح - الشارقة
- مركز واسط - الشارقة
- قسم المكافحة

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About Website

SAVE AS DRAFT PREVIEW SEND

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

CANCEL

SAVE AS DRAFT

PREVIEW

SEND

- **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.

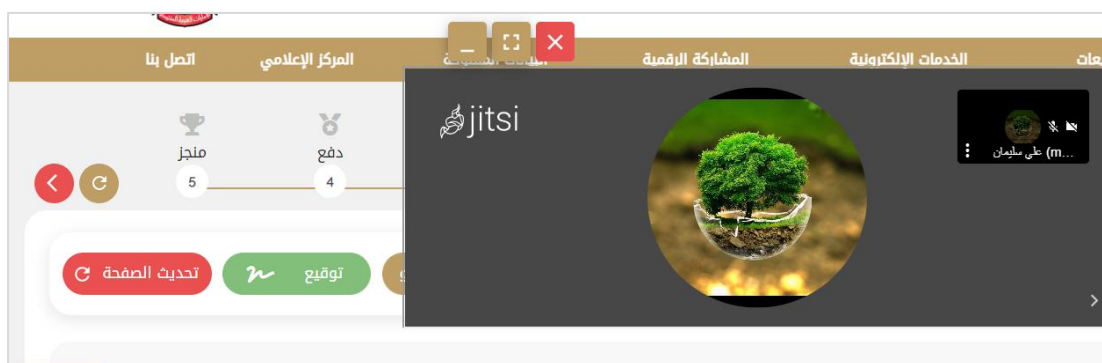
The transaction is then reviewed and audited by the notary.

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.

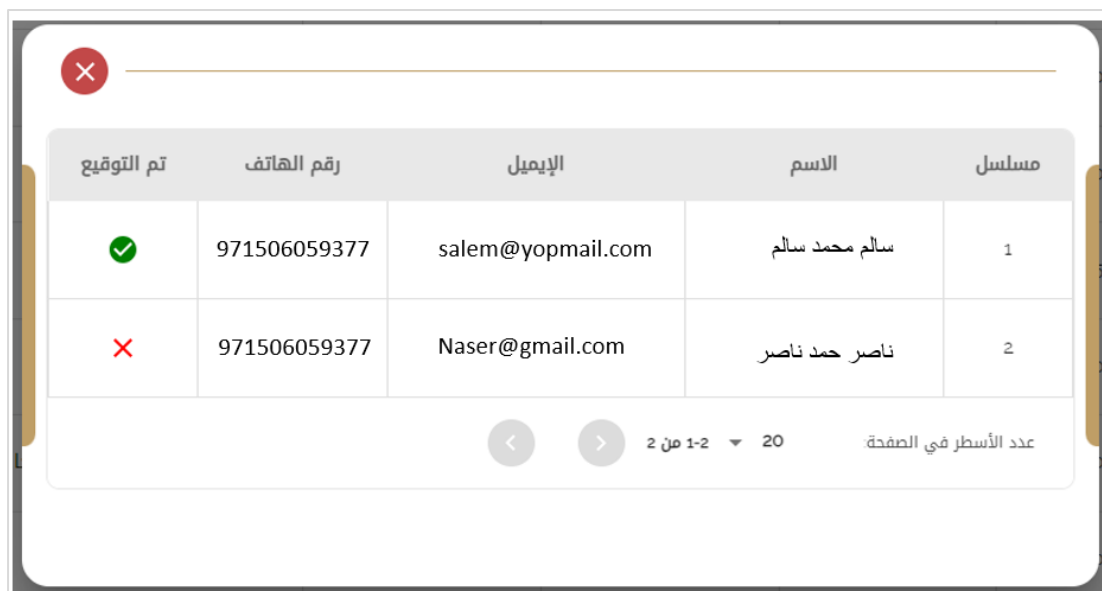
The message contains a link to access the application in the interview stage.



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 signature option is available only to the parties required to sign. Signing can be done after obtaining authorization to sign from the notary public.



تم التوقيع	رقم الهاتف	الإيميل	الاسم	مسلسل
✓	971506059377	salem@yopmail.com	سالم محمد سالم	1
✗	971506059377	Naser@gmail.com	ناصر حمد ناصر	2

< > 2 من 1-2 20 عدد الأسطر في الصفحة

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.

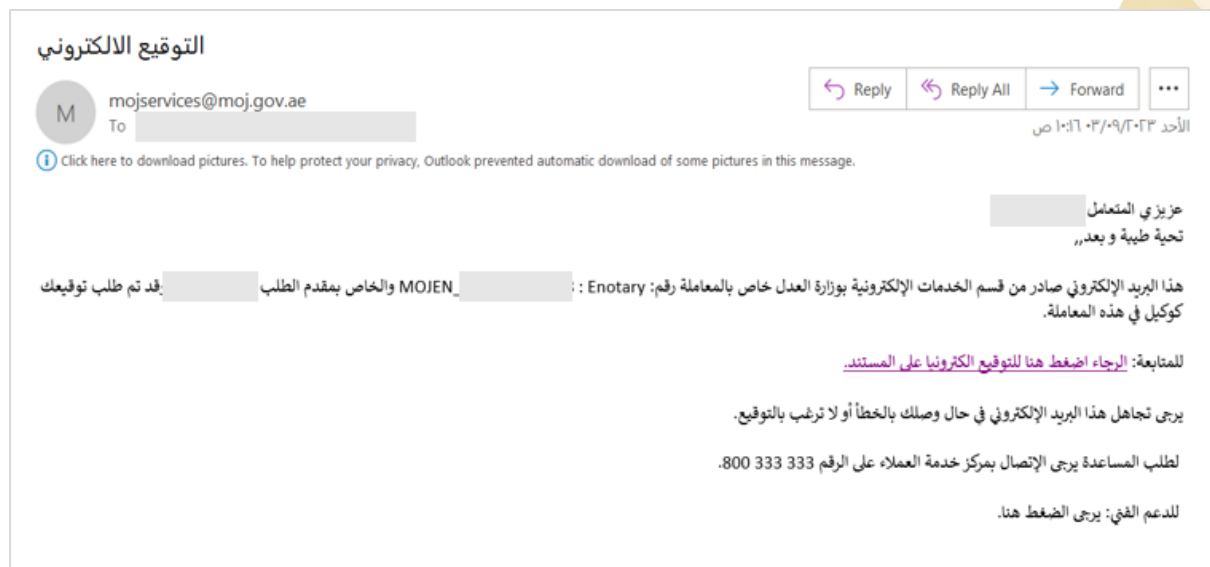
Notifications are sent indicating the request has moved to payment.

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).

تم التوقيع	رقم الهاتف	الإيميل	الاسم	مسلسل
✓	971506059377	salem@yopmail.com	سالم محمد سالم	1
✗	971506059377	Naser@gmail.com	ناصر حمد ناصر	2

عدد الأسطر في الصفحة: 20 1-2 من 2

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:

مسودة

مراجعة

المقابلة

دفع

منجز

إصدار شهادة من واقع السجلات

منجز

رقم المعاملة : MOJAU_2022-

نوع المعاملة :

مقدم الطلب :

صلاحية المعاملة : غير محدودة

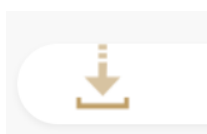
تاريخ التقديم : 2022-07-05

تاريخ آخر تحديث : 2022-10-10



 تم إنجاز المعاملة بنجاح و يمكنك تحميل المعاملة النهائية

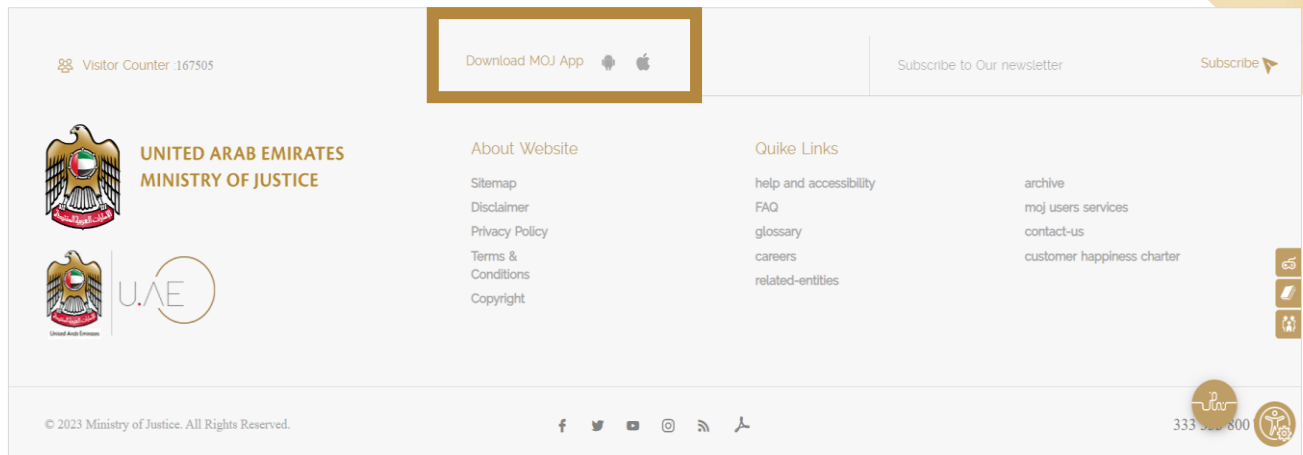
Click the



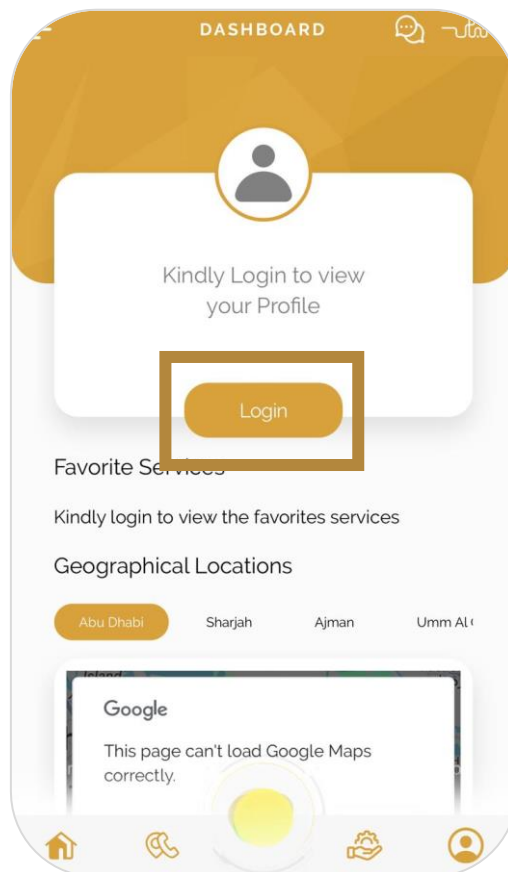
button to download the final transaction.

❖ Submitting via the Ministry of Justice Mobile App

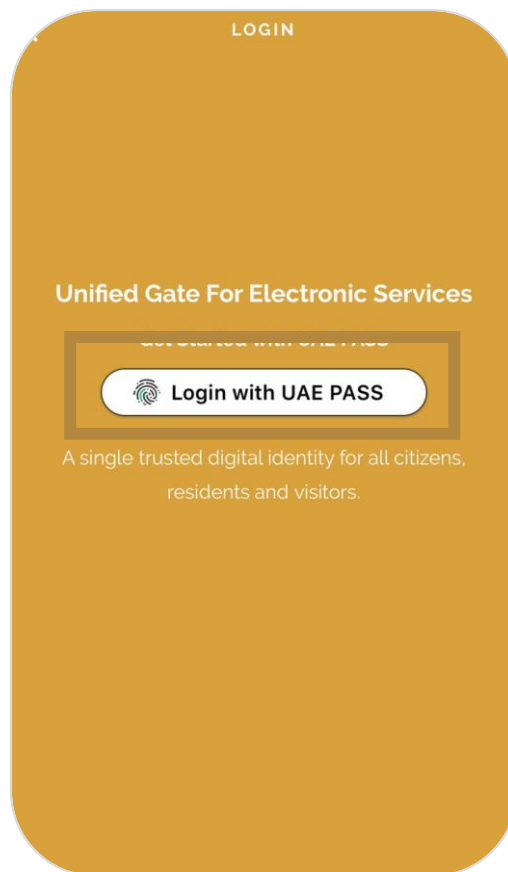
You can download the Ministry of Justice app from their website:



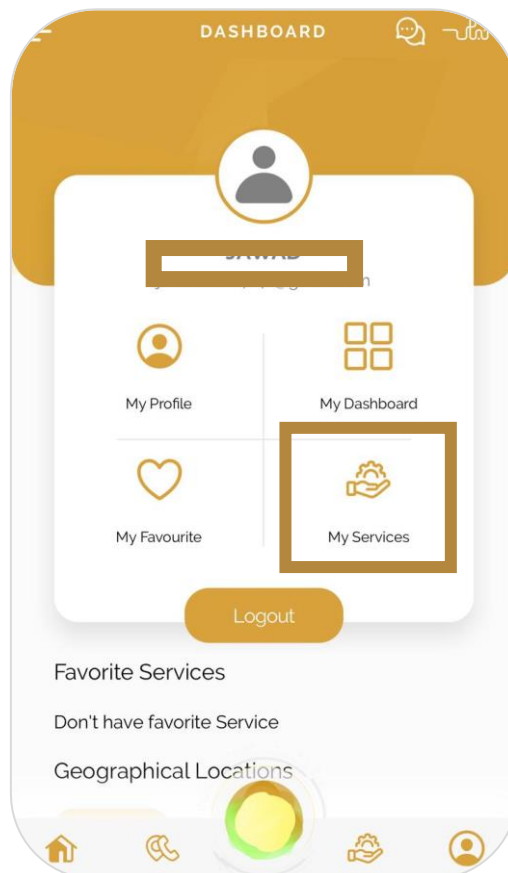
After successfully installing the app on your mobile phone, click on login:



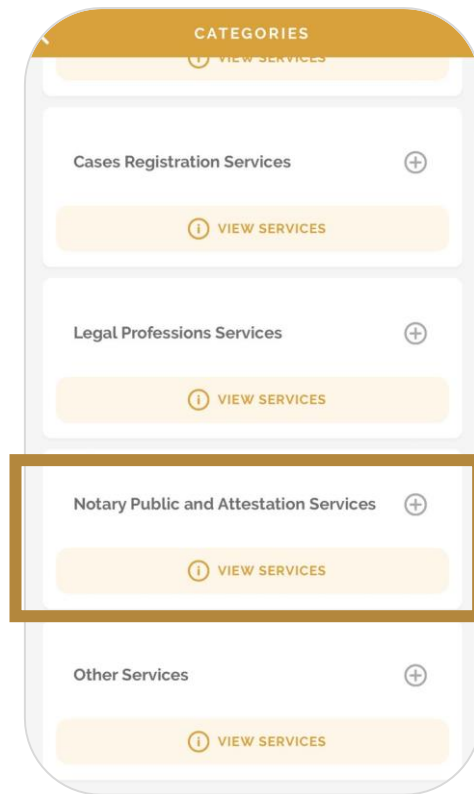
Log in via UAEPASS, and a notification will be sent to the UAEPASS app on the mobile phone for confirmation.



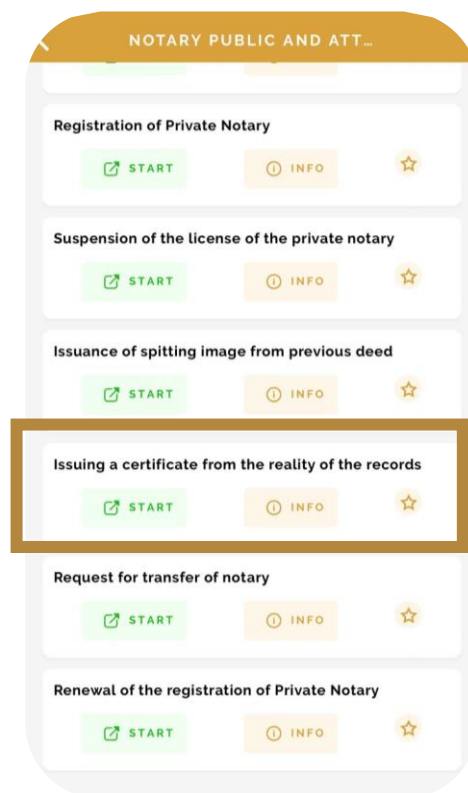
The user's dashboard appears, click "My Services."



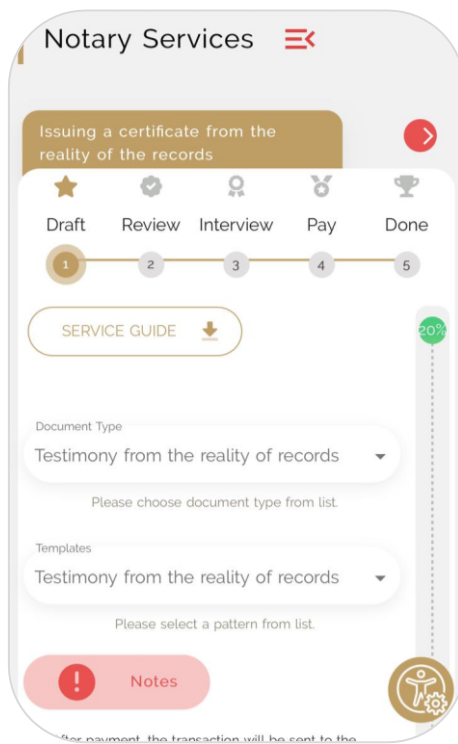
Choose Notary Public and Attestation Services.



Select the "Issuing a certificate from the reality of the records" service.

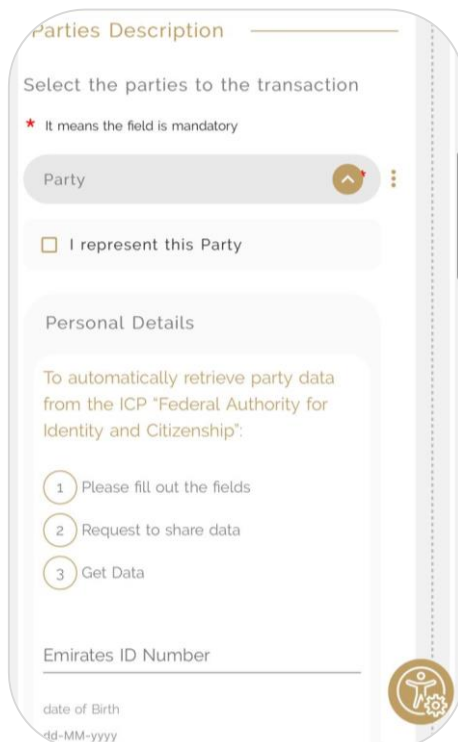


Upon clicking "Start" the application submission screen appears.



The screenshot shows the 'Notary Services' application submission screen. At the top, the title 'Notary Services' is displayed with a red menu icon. Below the title, a brown banner reads 'Issuing a certificate from the reality of the records' with a red arrow icon. A progress bar with five steps (Draft, Review, Interview, Pay, Done) is shown, with the first step 'Draft' highlighted. Below the progress bar, there is a 'SERVICE GUIDE' button with a download icon. The main form area contains two dropdown menus: 'Document Type' and 'Templates', both set to 'Testimony from the reality of records'. Below these, there are instructions: 'Please choose document type from list.' and 'Please select a pattern from list.'. At the bottom, there is a red 'Notes' button with an exclamation mark icon and a circular icon with a person and a gear. A green progress indicator on the right side shows '20%'.

Choose the transaction parties (Party, Agent, etc.).



The screenshot shows the 'Parties Description' screen. The title 'Parties Description' is at the top. 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 dropdown menu labeled 'Party' with an upward arrow icon. A checkbox labeled 'I represent this Party' is present. The 'Personal Details' section contains a text box for 'Emirates ID Number' and a 'date of Birth' field with a placeholder 'dd-MM-yyyy'. A list of steps is shown: 1. Please fill out the fields, 2. Request to share data, 3. Get Data. At the bottom right, there is a circular icon with a person and a gear.

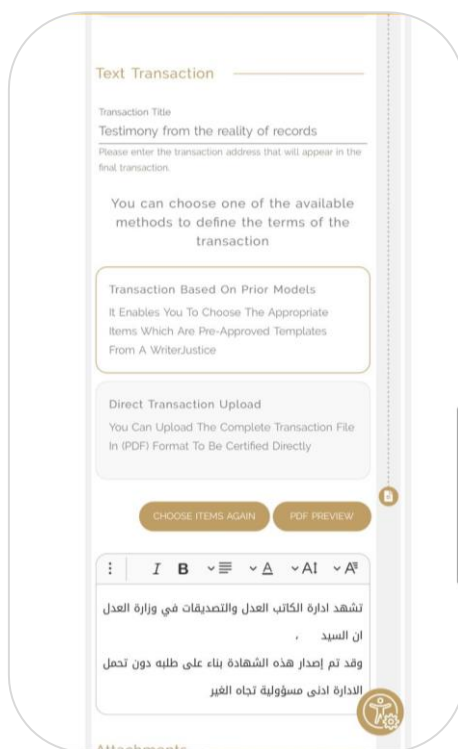
Add a description for the required documents:



Please describe the required documents

Notes

Add the transaction text (based on previous templates or by uploading it directly).



Text Transaction

Transaction Title
Testimony from the reality of records

Please enter the transaction address that will appear in the final transaction.

You can choose one of the available methods to define the terms of the transaction

Transaction Based On Prior Models
It Enables You To Choose The Appropriate Items Which Are Pre-Approved Templates From A Writer/Justice

Direct Transaction Upload
You Can Upload The Complete Transaction File In (PDF) Format To Be Certified Directly

CHOOSE ITEMS AGAIN PDF PREVIEW

Rich text editor content:
تشهد ادارة الكاتب العدل والتصديقات في وزارة العدل
ان السيد ،
وقد تم إصدار هذه الشهادة بناء على طلبه دون تحمل
الادارة ادنى مسؤولية تجاه الغير

Attachments

You can add related attachments to the request.

You can add any applicant owner notes if available.

Attachments

NAME	DESCRIPTION
 Official Liter	

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

+ add attach

Application Owner Notes

The applicant can add his notes related to the application

☐ A request related to correctional and

Please specify the correctional and penal institutic



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

+ add attach

Application Owner Notes

The applicant can add his notes related to the application

☐ A request related to correctional and

Please specify the correctional and penal institutic

EDIT

SAVE AS DRAFT

CANCEL

SEND

