

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

User Guide

E-notary

[Issuing a certificate from the reality of the records](#)

Version 1.0

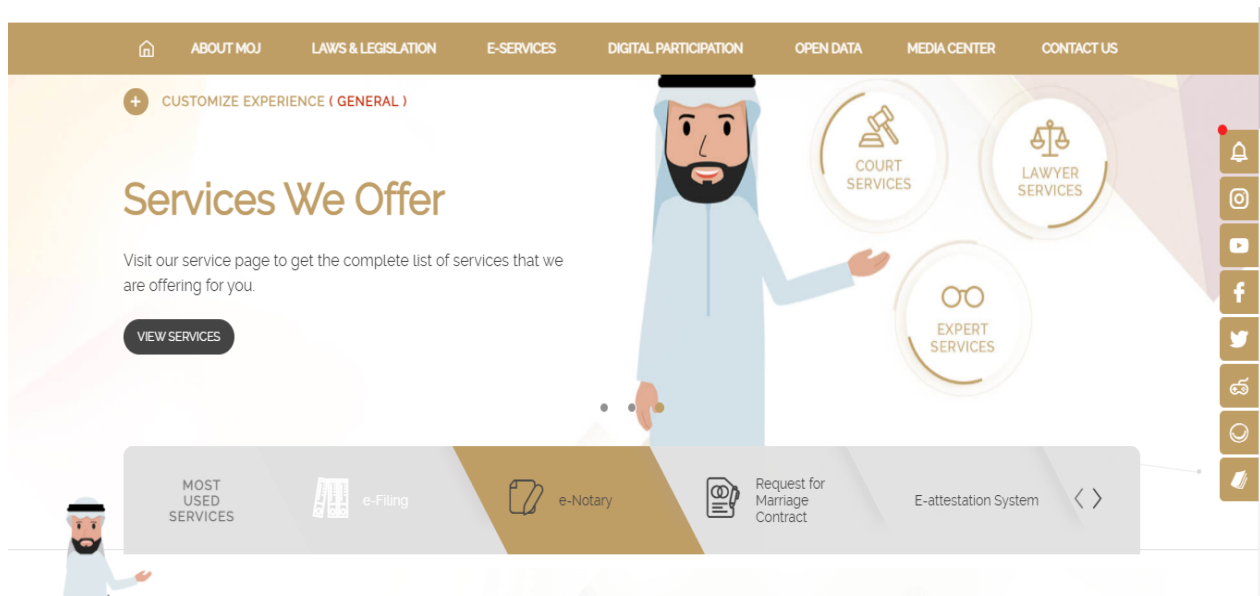
Submit Transaction:

To submit the transaction, follow the steps below:

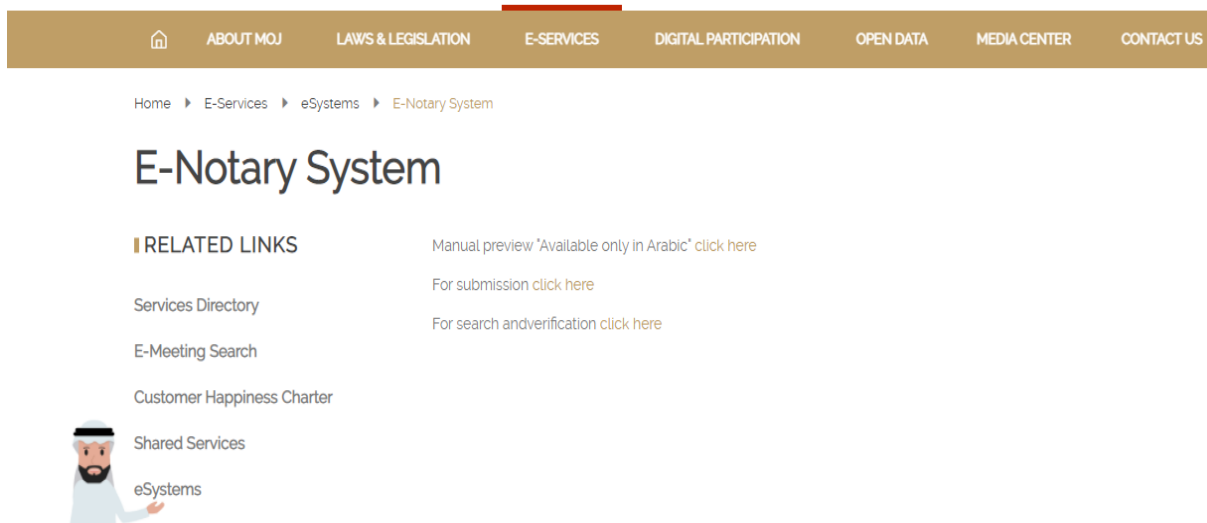
Open a web browser and go to the Ministry of Justice page on the following link:

<https://www.moj.gov.ae/ar/home.aspx>

Then click on the icon of the electronic notary

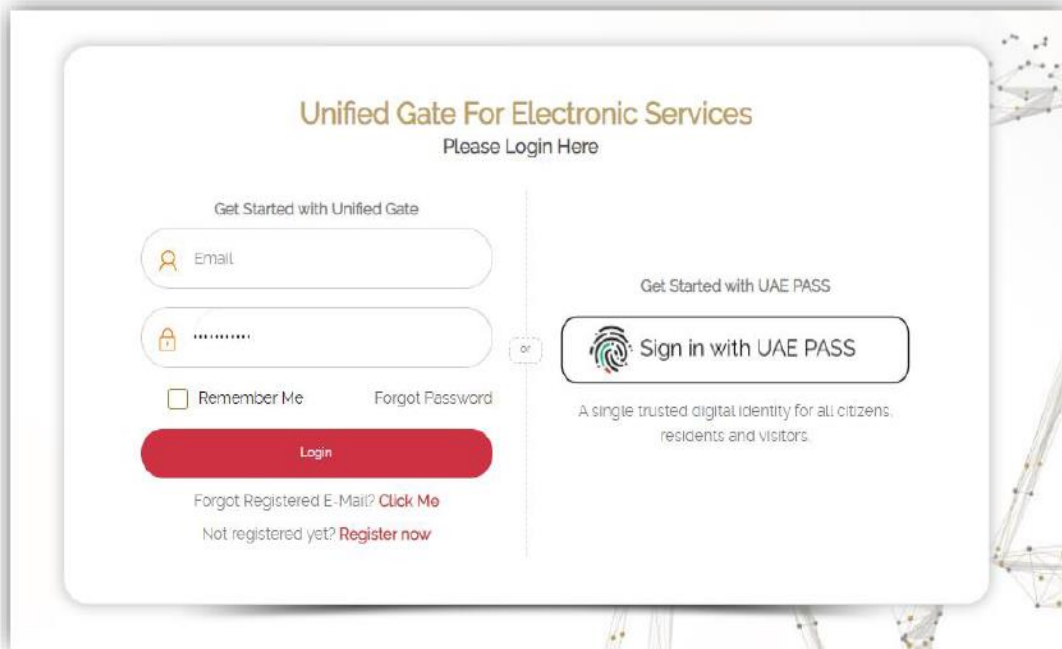


Next page appears



.To submit transactions, click on the "[Click Here](#)" button

Next page appears



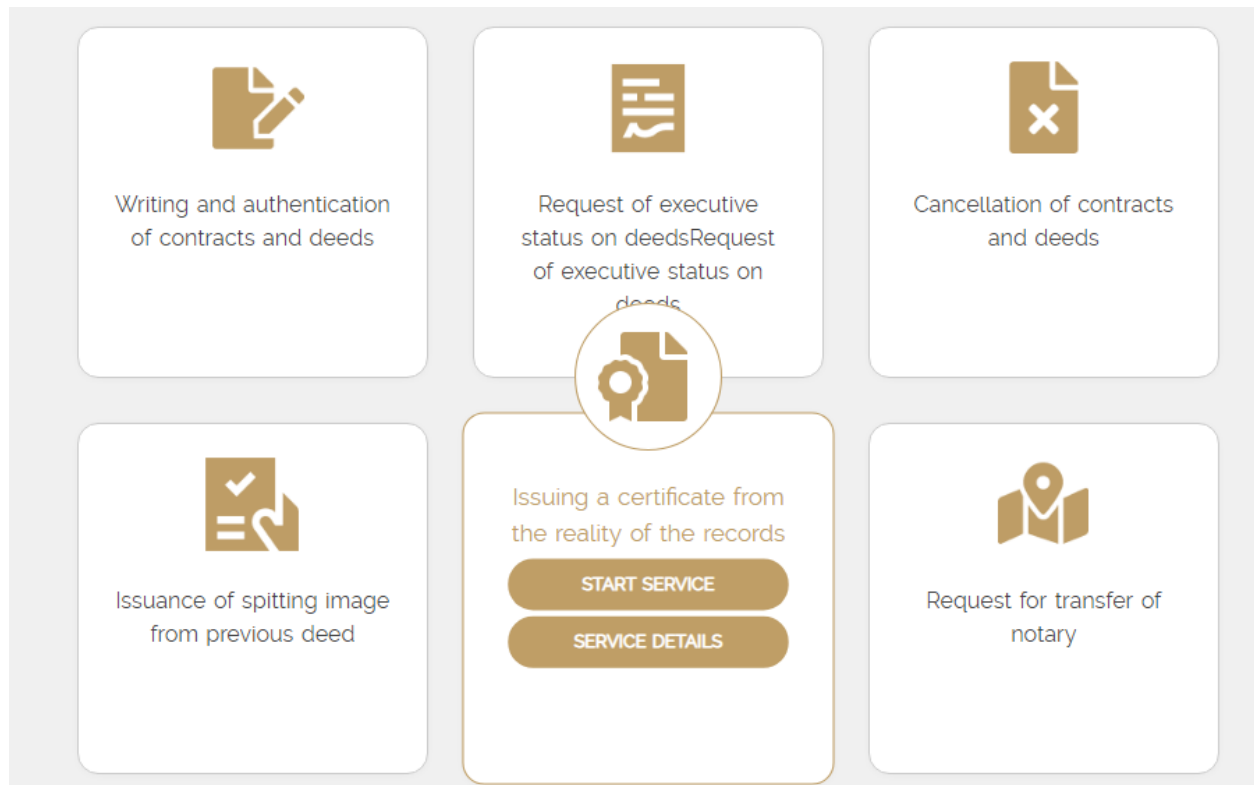
The image shows a login page titled "Unified Gate For Electronic Services" with the subtitle "Please Login Here". The page is divided into two main sections. The left section, titled "Get Started with Unified Gate", contains a login form with fields for "Email" and "Password", a "Remember Me" checkbox, a "Forgot Password" link, a red "Login" button, and links for "Forgot Registered E-Mail? [Click Me](#)" and "Not registered yet? [Register now](#)". The right section, titled "Get Started with UAE PASS", features a "Sign in with UAE PASS" button with a fingerprint icon and a description: "A single trusted digital identity for all citizens, residents and visitors." A vertical dashed line separates the two sections, with an "or" label in the middle.

Login (through the Unified Gate)

The user enters the email and password and can login using the digital identify

After logging in, the first screen that will appear to user is the services screen on which he can submit requests. In this case, we will explain the application for a service

Issuing a certificate from the reality of the records



After clicking on the “Start Service” option, the application screen for this service appears as follows:

The screenshot shows the application screen for "Issuing a certificate from the reality of the records". The screen features a progress bar with five steps: Draft, Review, Interview, Pay, and Done. Below the progress bar, there are two dropdown menus for "Document Type" and "Templates", both set to "Testimony from the reality of the records".

Then we add party information:

Parties Description

Select the parties to the transaction

Applicant

Party Description
Applicant

☐ I represent this Party

Personal Details

☐ No Emirats ID Card

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.

Please upload an Emirates ID card file

The user then enters the parties' information and can also upload an ID photo, where the system extracts the party's information automatically as follows:

Description of the party: Write an explanation for this party.

I represent this party: If this option is selected, the system will retrieve the data of the user who submits the request.

Then the user uploads a picture of his Emirates ID, if it exists, or else selects the "No digital ID" option

Personal Details

☒ No Emirats ID Card

Full Name *	Mobile Number +971	Email
date of Birth	Gender	Nationality *
Emirate *	City	Address

In exceptional cases or when necessary, you can provide us with an alternative email to send the interview link through:

Then the user will have two options: either choose the default terms of the transaction and then modify the text of the default transaction for the template he has chosen, or he uploads a ready-made form to him for approval as shown in the picture:

Text Transaction

Transaction Title

Testimony from the reality of records

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 ▾ ▾ ▾ ▾

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

The applicant can also add additional attachments:

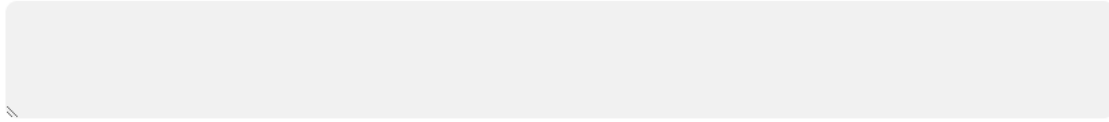
Attachments

	NAME	DESCRIPTION	FILE
	Official Liter*		

+ add an attachment

The applicant can also add notes:

Application Owner Notes



Upon completion of entering all the required data for the transaction, the user will be presented with the following options :



Cancel an order: to undo and cancel the order

Save as draft: Save the application in its current state and return to it at another time in order to complete and submit it

Preview: View the transaction how it will appear to the notary

Send: submit the application to be reviewed by the notary

In the event that the request is sent, the parties will be notified via mobile phone and e-mail with notifications indicating that a request for this service has been submitted

The transaction is then transferred to be reviewed and audited by a notary public