



## Request for licensing a private notary

### Application Type:

licensing a private notary
relicensing a private notary
Renew Licensing a private notary
The office end up practicing the profession
Private notary office Move
Issuing Private notary card
Replacement Private notary Card

### Applicant information :

*Name		*Nationality	
*Passport No		*ID	
*Email		*Mobile	

### Address:

*Emirate		*City	
*Street		*Tel	

### Educational Qualifications:

*Educational Qualification	*Certificate of origin	*Year Certificated obtained
<input type="checkbox"/> Bachelor		
<input type="checkbox"/> Master		
<input type="checkbox"/> PHD		

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**Experience:**

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**I acknowledge and undertake the veracity and correctness of the data provided by me:**

<b>*Applicant Name</b>	<b>*Signature</b>

**Committee Decision:**

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### Special conditions licensing a private notary:

1. The applicant must be a UAE national
2. To be eligible
3. Must have a university qualification in law or Sharia and law from a university recognized and accredited in UAE
4. Must be of good conduct and has never been convicted of an offence prejudicial to honour or integrity ;even if his criminal record has been erased or he has been granted amnesty
5. He must be fit and competent for the job
6. He shall Successfully pass the planned qualifying tests and prescribed procedures
7. He must have a work experience of not less than five years in the legal or judicial field. Or Public Prosecution function, Departments of Fatwa, Legislation and State Issues, or teaching in Islamic Sharia or Law specializations One of the recognized and accredited universities or higher institutes in the country, or the work of the public notary, or law firm, or Other legal acts corresponding to the work of the judiciary and the Public Prosecution.
8. He must be capable of practicing the notary function on a full-time basis, with the exception of lawyers
9. Have a decent and suitable office in accordance with the conditions and criteria stipulated in the Prime Ministry cabinet decision
10. Pay the prescribed fees

### Documents Required:

1. Original identity card or Original passport
2. Qualification certificate
3. Good Conduct Certificate
4. Certificate of experience
5. Medical Certificate
6. Private notary office address
7. 2 Colors Photograph

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**Fees:**

<b>Service</b>	<b>Fee</b>
Licensing, Relicensing a private notary	1000 AED
Renew Licensing a private notary	300 AED
Issuing Licensing Private notary	2000 AED
Renew Licensing Private notary	500 AED
Request to stop the office from practicing its activities by providing the services of a private notary	500 AED
Request that the private notary stop practicing his profession	300 AED
Request to transfer private notary to another office	300 AED
Issuing a Private notary card or replacing the lost or damaged	100 AED
Issuing Licensing replacing the lost or damaged	100 AED
Issue an additional copy of the license	100 AED

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