

PROCEDURE FOR APPOINTMENT OF NOTARY PUBLIC

1. Application for appointment as a Notary

As per Rule 4(1) of Notaries Rules, 1956, a person may make an application (in original) for appointment as a notary (hereinafter called “the applicant”), through the concerned District Judge or the Presiding Officer of the Court or Tribunal where he/she practices as an Advocate.

The Address whom the application has to be sent

The Competent Authority(Notary Cell),
Department of Legal Affairs,
Ministry of Law & Justice,
4th Floor, Shastri Bhawan,
New Delhi-110001.

Form I meant for those Advocates who have

- (a) Practice experience of at least for 10 years i.e. 10 years experience from the date of the enrolment in the concerned Bar Council.
- (b) Practice experience of at least for 07 years for those belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes/Woman i.e. 07 years experience from the date of the enrolment in the concerned Bar Council.

Form II meant for those Retired Government Officers who had been

- (a) A member of the Indian Legal Service under the Central Government, or
- (b) He had been at least for 10 years,-
 - (i) A member of Judicial Service; or
 - (ii) Held an office under the Central Government or a State Government requiring special knowledge of law after enrolment as an Advocate; or
 - (iii) Held an office in the department of Judge Advocate General or in the legal department of the armed forces.

Documents to be attached with the Application Form:-

- (i) An Attested copy of the Matriculation Certificate(for date of birth);
- (ii) An Attested copy of the Original Graduation Degree Certificate;
- (iii) An Attested copy of the Original LLB Degree Certificate;
- (iv) An Attested copy of the Enrolment Certificate issued from the concerned Bar Council;
- (v) Name in the application form should be same as that in the Enrolment Certificate issued from the Bar Council, if any Advocates want to change his/her name, generally in case of woman after marriage he/she has to change his/her name in the Enrolment Certificate also; and
- (vi) Married Woman Advocates should attach an attested copy of the Marriage Certificate.

Note:-

- Duly filled in application which are complete in all respects will only be considered.
- Applicants whose application has been rejected in the past, they will apply only after expiry of 6 months period i.e. from the date of issue of rejection letter.
- Candidates, whose names have not been recommended by the Interview Board, may apply afresh.

FORM I

**MEMORIAL
{Rule 4 (2)}**

PHOTOGRAPH

1. Name of the applicant: _____
2. Father's/Husband's name: _____
3. Date of Birth: _____
4. Whether SC/ST/OBC/General: _____
5. Address(Residence): _____
_____ Pin _____
Telephone: _____ Fax: _____ E-Mail _____
Address (Office): _____
_____ Pin: _____
Telephone: _____ Fax: _____ E-Mail: _____
6. Educational qualifications (Please attach attested photocopies): _____
7. Enrolment No. and date (Please attach attested photocopies): _____
8. Practising in: _____
Civil side: _____
Criminal side: _____
Taxation: _____
Revenue courts: _____
9. Whether income tax assessee: _____

10. The memorial of (name of the applicant in block letters) showeth:_____

1. that the memorialist is a person eligible for appointment as notary under the notaries Act, 1952 and clause (a) of rule 3 of the Notaries Rules, 1956;
2. that the memorialist resides in _____(here state the name of the local area or name of court where he intends to practise) and will reside for upwards of _____(state how long);
3. that the number of notaries in the local area is insufficient for the requirements thereof(the grounds of the statement should be added):_____.
4. that no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six-months.

The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the notaries Act, 1952(53 of 1952) and clause (a) of the rule (3) of the Notaries Rules, 1956 to practice in _____(here state the name of the local area).

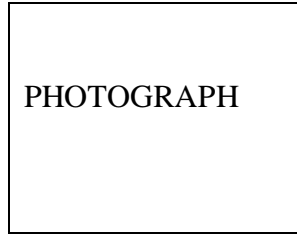
Date:_____ day of _____

Signature of the Applicant

Sl.No.	Name and address of Organisation	Profession	Name and address of the firm/Orgn.	Signature (with seal)
1.				
2.				
3.				
4.				
5.				

Note: (Under rule 4 (3) the memorial should be countersigned by a Judicial Magistrate, a Manager of a Nationalized Bank, a Merchant and two prominent inhabitants of the area where he intends as a notary)

(FORM II)
(Rule 4(2))



1.Name _____
2.Father's/Husband's name _____
3.Date of birth _____
4.Whether SC/ST/OBC/General _____

5.Address(Residence)_____

PIN_____

Telephone_____ Fax_____ E-mail_____

Address(office)_____

_____ PIN _____

Telephone _____ Fax _____ E-mail _____

6. Educational qualifications_____

7. Date of joining government service _____

8. Date of retirement_____

9. Post held at the time of retirement_____

10. Area where the memorialist intends to practice as Notary

Signature of the applicant

Dated_____ day of _____ 20_____