

As per the guideline issued by the Central Government


Required documents for Renewal of Certificate of Practice

Applications for renewal of Certificate of Practice should reach this Department 6 months before expiry of the Certificate of Practice. The following documents are required to be submitted with the renewal application:

Sl. No.	Required Document
1.	Two recent passport size photographs
2.	Demand Draft of Rs. 1000/- in favour of 'Secretary, Legal Department Payable at Gandhinagar.
3.	Original Certificate of Practice as Notary Public.
4.	An affidavit, duly attested by Ist Class Magistrate declaring that you are (1) not an undischarged insolvent, (2) you have not been convicted by any court of law for an offence involving moral turpitude.
5.	Annual Returns in Form XIV (Notary Act) for last 3 years by Notary.
6.	Three Specimen Signatures
7.	Reasons for delay in applying for renewal in affidavit attested by First Class Magistrate.
8.	Original 2 nd sheet of notary certificate duly renewed.

In case of issue of Duplicate Certificate below mentioned documents should be submitted:

- (a) Bank Demand Draft of Rs.750/- in favour of Secretary, Legal Department, Gandhinagar.
- (b) Original copy of FIR / Complaint lodged in the concerned police authority.
- (c) Original copy of Non-traceable Certificate issued by the police authority.
- (d) The fact relating to loss of Certificate of Practice should also be brought on the paper in the form of Affidavit duly attested by the First Class Magistrate.
- (e) If there is a gap for long duration between the loss of certificate and the intimation of the same to the department, it should also be declared by the concerned Notary Public that he did not execute any notarial work during that period on the affidavit duly attested by the First Class Magistrate.


(M.G.Dave)
Competent Authority,
Legal Department
Government of Gujarat