No.: N-15012/5/2026-NC
Government of India / भारत सरकार
Ministry of Law & Justice / विधि एवं न्याय मंत्रालय
Department of Legal Affairs / विधि कार्य विभाग
Notary Cell / नोटरी सेल
*****

4th Floor, Middle B Wing, Janpath Bhawan,
Janpath, New Delhi – 110001
Dated 14.10.2026

NOTICE

Subject: Onboarding of Notary Public on the Notary Portal (www.notary.gov.in) – reg.

All Notaries appointed by the Central Government in offline mode are hereby informed that the Department has initiated the process of onboarding of such Notaries on the Notary Portal (www.notary.gov.in).

2. Accordingly, all Notaries concerned are requested to register themselves on Notary Portal immediately. The detailed procedure regarding the onboarding process is enclosed with this Notice.

3. No physical copies of any kind are required to be sent to this Department.

Encl: Instructions for onboarding process

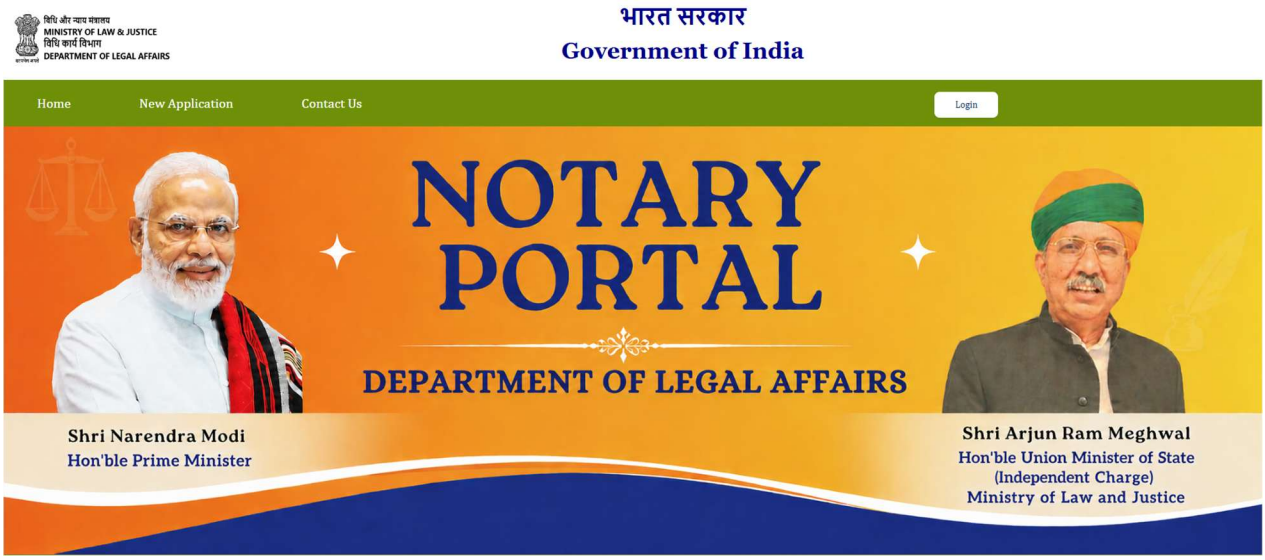
Digitally signed by
Pankaj Kumar
Date: 14-10-2026
14:23:27

(Pankaj Kumar)
Under Secretary to the Govt. of India

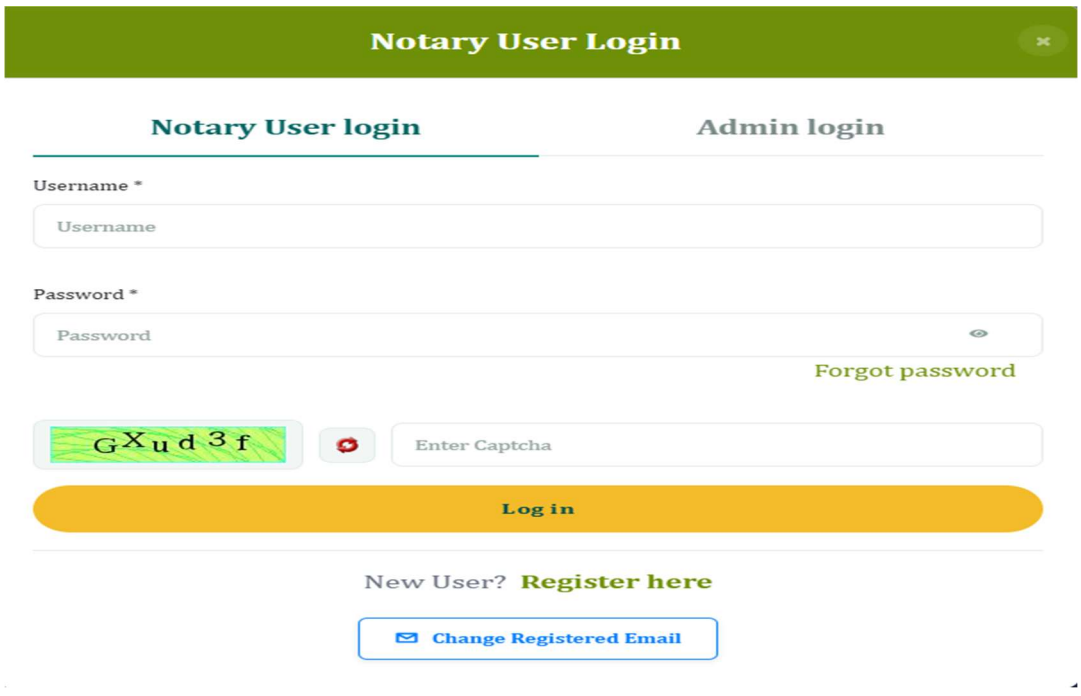
Flow Chart for registration on Notary Portal

This option is enabled for users who are not registered on the Notary Portal.

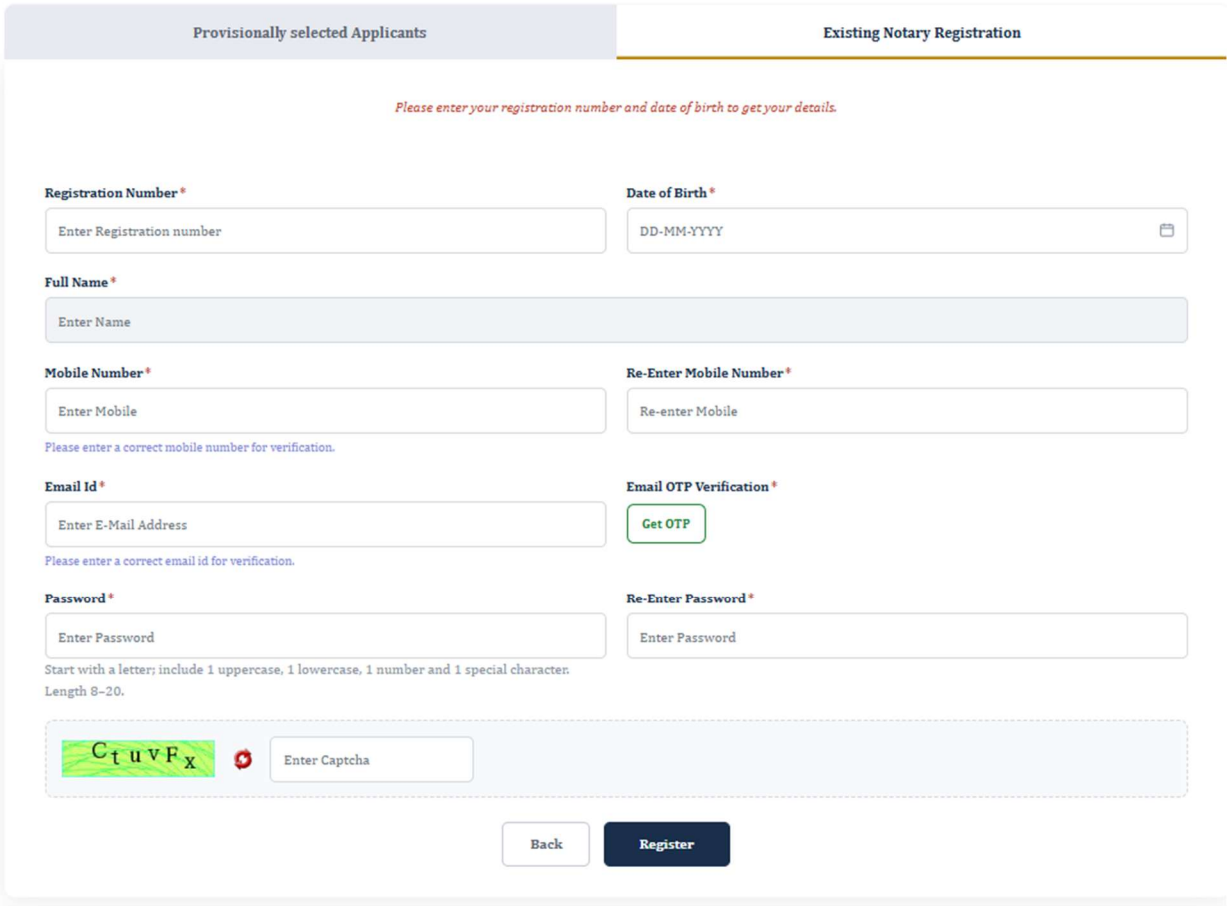
1. Visit Notary Portal through **https://notary.gov.in**.



2. Click on Login Button and then Click on **Register here**.



3. A registration form shall be opened. Click on **Existing Notary Registration.**



4. Enter your Register Number and Date of Birth. Your name shall be automatically fetched and displayed.

5. Enter your Mobile Number and re-enter the same number in the designated box to confirm it.

6. Enter your email id and click on **Get OTP**. An OTP will be sent to the entered Email ID for verification.

7. Enter the correct OTP and verify the same.

8. Enter your desired password. Re-inter the same password for confirmation.

9. Enter the correct captcha and click on **Register** button.

10. **The Registration process on Notary Portal is completed.**

11. Visit Notary Portal through **https://notary.gov.in.**

12. Now log in to your account through **Notary User Login** by entering your Email ID as **User Name** and **Password** (set by you during registration process), and access your profile.

*****