

**Steps to be followed for registration and uploading of documents on the  
Notary Portal by the provisionally selected Notaries**

Step 1	Click on "New User Registration" tab and select "Provisionally Selected".
Step 2	Enter your <b>Application Number</b> and <b>Date of Birth</b> . (All the remaining details will be automatically fetched). The date of birth must match with your date of birth mentioned by you in your online application form submitted earlier either in Service Plus or Notary Online Application Portal.
Step 3	Create a <b>Unique Password</b> (Password should contain at least 1 Upper case Letter, 1 Lower case Letter, 1 Numeric and 1 Special Character. Minimum Length of password should be 8 and Maximum Length should be 15.), enter Captcha and click on <b>Register Button</b> .
Step 4	If a notification appears stating that the email id is already registered, click on <b>OK</b> . A “ <b>CLICK HERE</b> ” link to change the email ID will appear below the Re-enter Email ID box. Click this link to open a new window for updating the email ID. Enter the new email ID, re-enter it carefully to confirm, and then click <b>Send OTP</b> .
Step 5	Enter the OTP An OTP received on the new email ID and verify it. Enter the correct captcha and click the submit button. Upon successful submission, a confirmation message regarding the change of email ID will be sent to the new email ID. You may now complete the registration process using updated email ID
Step 6	Now go to homepage and click on the " <b>REGISTERED USER LOGIN</b> " tab. Enter your ' <b>EMAIL ID</b> ' and ' <b>UNIQUE PASSWORD</b> ' to login. This Email ID must be your own and should be the same as mentioned by you in your application form. In case, you have changed your email ID following the "Step 4 and Step 5", enter the changed email ID.

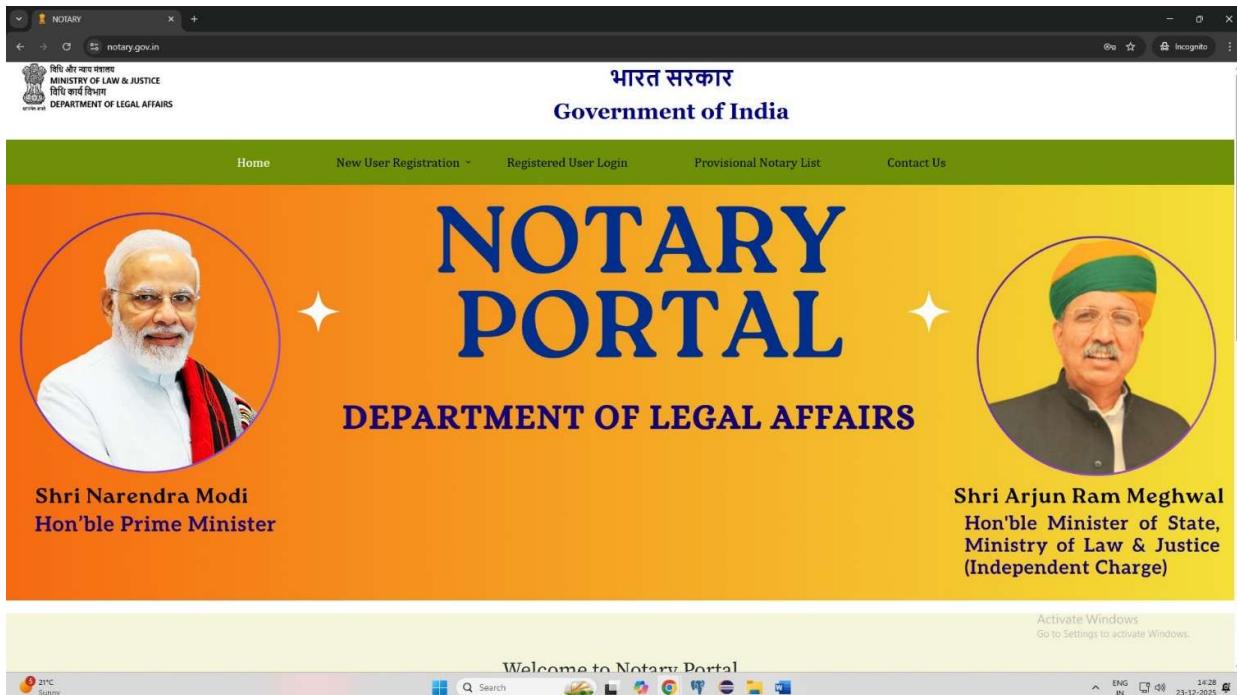
	<p>Please note that the system does not allow the same email ID to be used for more than one user account.</p>
Step 7	<p>The provisionally selected Notaries are required to enter their name, father's name, practice area and address in Hindi also. The option for translation from English to Hindi has been provided in the Notary Portal and you may use the same. It may be noted that the Hindi translation of your name, father's name, practice area and address must match with the details furnished by you earlier in your application form in English in either the Service Plus or Notary online Application Portal. Any mis-match in English and Hindi version in respect of your name, father's name, practice area and address will lead to your application being treated as defective. Hence, it is required that you must ensure that the English version correctly matches the Hindi version provided by you in respect of your name, father's name, practice area and address as the same will be automatically fetched and mentioned by the system in your Certificate of Practice.</p>
Step 8	<p>Now under '<b>Document Submission</b>' tab enter all the required details and upload your documents and click on '<b>SUBMIT</b>'.</p> <p>Please ensure the following points while uploading documents and photograph:</p> <ul style="list-style-type: none"> <li>i) The scanned copies should be clear and visible.</li> <li>ii) Faint and unclear copies of documents may lead to rejection of the application.</li> <li>iii) Please upload copies of certificates wherever required. Mark sheets in lieu of certificate would not be accepted.</li> <li>iv) Photograph must be clear. Blurred and unclear photograph will not be accepted. Photograph taken by</li> </ul>

	<p>mobile phone may be avoided as far as possible.</p> <p>v) In case there is any change of your name in your matriculation/ Secondary school certificate and in the application form, you are required to upload following additional documents in support of your change in name under <u>"other documents"</u>:</p> <ul style="list-style-type: none"> <li>(a) Gazette notification</li> <li>(b) Affidavit</li> <li>(c) News Paper publication in two News Paper etc.</li> </ul> <p>vi) Those belonging to SC/ST/OBC or PwBD categories must upload valid certificates issued by the Prescribed Competent Authorities either in English or Hindi.</p> <p>vii) Certificate from the Scrutiny Committee in respect of SC/ST/OBC certificates wherever applicable may also be uploaded as <u>"other documents"</u> with details thereof.</p> <p>viii) Applicants must ensure that their names in their High School/ Secondary School certificate match with their names mentioned by them in their application form earlier. Otherwise, documents mentioned in (v) above must be uploaded.</p> <p>You should also ensure that your name in all academic certificates and the enrolment certificate of the Bar Council match with your name mentioned in the application form. Any mismatch should be clearly explained supported by documents uploaded under <u>"other documents"</u> column.</p>
Step 9	Click <b>Submit</b> to complete your registration successfully.

## Flow Chart to change the email ID and 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 New User Registration and then click on provisionally selected notaries option.
3. A registration form shall be opened.

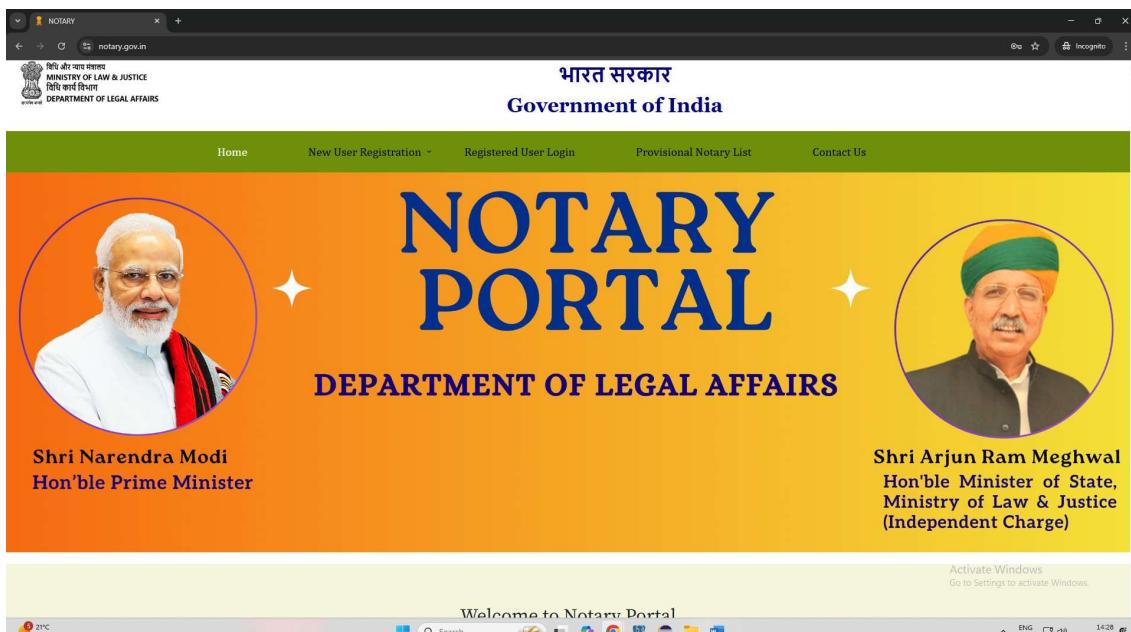
- Enter correct Application Number and Date of Birth (It is mandatory). Other details will be auto fetched by the system.

- Enter your desired password. Re-enter the same password for confirmation.
- Enter correct Captcha shown below and click on Register button.
- If a notification appears stating that the email id is already registered, then click on Ok.
- A link to change the email ID will be provided below the Re-enter Email ID box.

- A separate window shall open to change the email ID. Enter the new email ID and re-enter it carefully, then click the Send OTP button.

- An OTP shall be sent on new email id.
- Enter the correct OTP and verify the same.
- Enter the correct captcha and click on submit button.
- Upon submission, a confirmation message regarding the change of email ID will be sent to the new email ID.
- Now complete the registration process using new email ID.
- Visit Notary Portal through <https://notary.gov.in>.
- Click on New User Registration and then click on provisionally selected notaries option.
- A registration form shall be opened.
- Enter correct Application Number and Date of Birth (It is mandatory). Other details will be auto fetched by the system.
- Enter your desired password. Re-enter the same password for confirmation.
- Enter correct Captcha shown below and click on Register button.
- The Registration process on Notary Portal is completed.

22. Now log in to your account through **Registered User Login** by entering your **User Name** and **Password**, and access your profile..



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