



دائرة القضاء
JUDICIAL DEPARTMENT

Guidance Manual

Notarisation & Attention Services

July 2023



Background

Dear customers,

Obtaining information about a service is the first step in a customer's journey, as it ensures that the service is applied for correctly and completed as quickly as possible at the least cost. Therefore, the Abu Dhabi Judicial Department has been keen to issue a comprehensive service guidebook, which is constantly updated to provide the customer with the basic information including:

- Lists of available services
- Description of each service
- Expected service completion time
- Channels of applying for the service
- Required documents
- Fees
- Service procedures
- Terms and Conditions

Although this manual provides the basic information in general, we recommend that customers must first review all service information in this guide, check the information and communication channels of the Abu Dhabi Judicial Department, as well as obtain a specialized legal support.

The purpose of this manual is to:

1. Acquaint customers and stakeholders of the Abu Dhabi Judicial Department with the services provided.
2. Provide a source of information before applying for any of ADJD services in order to avail the service with the least effort



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Date of amendments

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Index of Terminology

Term	Description
Service	It is the operations carried out by the Judicial Department with the aim of meeting the needs of its customers, and is based on interaction between the customer and the service provider.
Service description	It is a simple and accurate explanation of any service that enables the customer to understand the type and nature of the service.
Service code	It is an identification code for the service, which consists of numbers and letters to distinguish the service from other services.
Service classification	It is about specifying the type of service, whether it is main or subsidiary.
Service completion time	It is the time it takes for a transaction to be completed by the employee concerned.
Channels of service provision	It is the means of communication between customers and the judicial department through which services are provided.
Service fees	It is the amount of money that a customer pays to obtain the service.
Service procedures	These are the procedures associated with the customer's journey to obtain the service.
Required documents	These are the documents requested by the relevant division from a customer to obtain the service.
Types of customers	They are the groups that benefit from receiving services, such as workers, spouses, companies, individuals ... etc.



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Notary Public Services

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Request to notarise general power of attorney		Service code	ADJD-0001
Service description	Through this service, you can apply for notarising a contract whereby the principal appoints another person to act on his behalf in every permissible and known matter. The principal may also authorise the signature of the attorney.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. Any acts involving transfer of ownership and mortgaging must be defined in the POA, while specifying the type and location of such act. 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to real estates		Service code	ADJD-0002
Service description	Through this service, you can apply for notarising a contract whereby the principal appoints another person to act on his behalf in managing or disposing of real estates, e.g. farms, industrial, residential, or commercial lands, residential units and any other real estates. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Property title deed, a recent land layout, a valid investigation certificate, or a lease contract		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For farmlands, the attorney must be one of the principal’s relative up to the fourth degree. 2. For the sale of residential lands granted by the government, no POA shall be issued unless a certificate of completion of construction is issued by the competent authorities. 3. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 4. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 5. Court judgments must be stamped with the executive wording and be duly enforceable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to commercial licenses		Service code	ADJD-0003
Service description	Through this service, you can apply for notarising a contract whereby the principal appoints another person to act on his behalf in all legal and permissible matters in respect of the trade license(s) of a company, establishment or the incorporation of a specific company or establishment. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to shares		Service code	ADJD-0004
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in every permissible and known matter related to shares in any or all companies. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Shares certificate		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to vehicles		Service code	ADJD-0005
Service description	Through this service, you can apply for notarising a contract whereby the principal appoints another person to act on his behalf in all legal and permissible matters related to any or all vehicles or their plate numbers. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to horses		Service code	ADJD-0006
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in any matter related to his horses and equestrian. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. If the transaction involves a person who is less than 18 calendar years, his wali/ guardian must be present. 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to businesses		Service code	ADJD-0007
Service description	Through this service, you can apply for notarising a POA, whereby the principal appoints another person to act on his behalf in respect of following-up his different businesses (finalising transactions, collecting dues or any other actions). He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. If the transaction involves a person who is less than 18 calendar years, his wali/ guardian must be present. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to litigation		Service code	ADJD-0008
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in proceeding with any or all cases before courts. He may also authorise the attorney’s signature.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Copy of the lawyer license card issued by Abu Dhabi Judicial Department 4. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation, and 5 years for lawyers. 2. If the POA is issued to other than a lawyer, the attorney must be one of the principal’s relative up to the fourth degree 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to inheritance		Service code	ADJD-0009
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in completing the of notice of succession procedures.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. Death certificate or an official proof of death		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to personal status matters		Service code	ADJD-0010
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in every permissible and known matter relating to personal status matters.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	• Emirates ID card • The document to be attested		
Fees	• AED 100 for each year of the POA validity • AED 500 if the signature authorisation is to be added		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to marriage		Service code	ADJD-0011
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in completing marriage procedures.		
Service classification	Powers of Attorney (POA)	Completion time	2working days
Channels of service	 ADJD website		
Required documents	Valid Emirates ID card of concerned parties		
Fees	AED 100 for each year of the POA validity		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The maximum period for the POA validity is 3 calendar years after the date of notarisation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise power of attorney limited to divorce		Service code	ADJD-0012
Service description	Through this service, you can apply for notarising a POA whereby the principal appoints another person to act on his behalf in completing divorce procedures.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties - Any proof of existing marriage		
Fees	AED 100 for each year of the POA validity		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the notary public - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- The maximum period for the POA validity is 3 calendar years after the date of notarisation. - For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. - Court judgments must be stamped with the executive wording and be duly enforceable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise revocation of power of attorney (by attorney)		Service code	ADJD-0013
Service description	Through this service, the <u>attorney</u> may apply for notarising the revocation of an POA if it does not involve a third-party’s rights. He may revoke the POA partially or wholly.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. The POA to be revoked		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The attorney shall undertake to notify the principal of the POA revocation. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise revocation of power of attorney		Service code	ADJD-0014
Service description	Through this service, you can apply for removing your attorney whenever you wish, provided that the power of attorney is not issued for the benefit of the attorney nor does it involve a right of a third- party. You may revoke the POA wholly or partially remove one party only.		
Service classification	Powers of Attorney (POA)	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. The POA to be revoked		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The principal shall undertake to notify his attorney of his removed from the POA. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise signature authorisation		Service code	ADJD-0015
Service description	Through this service, you can apply for notarising a document whereon the applicant, in his personal or other capacity, affixes his signature to be authorised and certified in any entities requiring so.		
Service classification	Signature Authorisation	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration and undertaking		Service code	ADJD-0016
Service description	Through this service, you can apply for notarising a declaration and undertaking form, whereby the applicant declares that he bears full legal responsibility for his signature on all visa applications, transactions, and contracts submitted to the Ministry of Human Resources and Emiratization under the power of attorney issued to him.		
Service classification	Undertaking	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a commercial agency contract		Service code	ADJD-0017
Service description	Through this service, you can apply for notarising a contract whereby the principal appoints an agent to represent him in distributing, offering, or providing any goods or services inside the country, in consideration of a profit or commission.		
Service classification	Service agent	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a local service agent contract		Service code	ADJD-0018
Service description	Through this service, you can apply for notarising a contract whereby a foreign investor appoints a local service agent in an establishment owned by the investor.		
Service classification	Service agent	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise an agency contract for a foreign company branch		Service code	ADJD-0019
Service description	Through this service, you can apply for notarising a contract whereby a foreign company opens a branch in the country by appointing a service agent, whether a natural or legal person.		
Service classification	Service agent	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise revocation of commercial agency contract		Service code	ADJD-0020
Service description	Through this service, you can apply for notarising an agreement on the termination of a contract made between a commercial agent and a principal for the purpose of disengaging from the obligations arising from the agreement by mutual consent.		
Service classification	Service agent	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Service agent agreement		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise revocation of local service agency contract		Service code	ADJD-0021
Service description	Through this service, you can apply for notarising an agreement on the termination of a contract made between a service agent and a principal for the purpose of disengaging from the obligations arising from the agreement by mutual consent		
Service classification	Service agent	Completion time	2working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Service agent agreement		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise revocation of an agency contract for a foreign company branch		Service code	ADJD-0022
Service description	Through this service, you can apply for notarising an agreement on the termination of a contract made between a foreign company branch agent and a principal for the purpose of disengaging from the obligations arising from the agreement by mutual consent		
Service classification	Service agent	Completion time	2working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Service agent agreement		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise an annexure for amendment of a local service agency contract		Service code	ADJD-0023
Service description	Through this service, you can apply for notarising a contract annexure to outline the amendment or addition to the original service agency contract, e.g. increasing or decreasing the capital or any other change in the contract terms.		
Service classification	Service agent	Completion time	2working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Service agent agreement		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise one person company L.L.C. articles of association		Service code	ADJD-0024
Service description	Through this service, you can apply for notarising a contract whereby a natural or legal UAE citizen may solely own a company, and notarise its articles of association. The provisions of the limited liability company apply to this company type too, without contravening its nature. Owners may increase or decrease its capital and make any other amendments.		
Service classification	Partnership Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name or commercial license		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The share of national citizens in the companies are defined by the competent authorities in the concerned emirate. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise joint liability company articles of association		Service code	ADJD-0025
Service description	Through this service, you can apply for notarising a contract whereby two or more persons are committed to a profit-making economic project, wherein partners, personally (in their own funds) and jointly with the company, are liable for its debts. They may amend or revoke the articles of association, add/remove partners or make any other amendments.		
Service classification	Partnership Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The share of national citizens in the companies are defined by the competent authorities in the concerned emirate. 2. Silent partners may not be entrusted with the management of the company. 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise simple partnership company articles of association		Service code	ADJD-0026
Service description	Through this service, you can apply for notarising a contract for incorporating a company consisting of one or more joint partners- who are liable (in their own funds) for the company’s full obligations- and one or more silent partners who shall be liable for the obligations of the company only according to their share in the capital. All joint partners in the commandite partnership company shall be UAE citizens who have the right to increase or decrease the capital, transfer shares, and make any other amendments.		
Service classification	Partnership Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The share of national citizens in the companies are defined by the competent authorities in the concerned emirate. 2. Silent partners may not be entrusted with the management of the company or be appointed as acting directors. 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise limited liability company articles of association		Service code	ADJD-0027
Service description	Through this service, you can apply for notarising a contract whereby two or more persons are committed to a profitable economic project, by providing their share of money or efforts and dividing the profit or loss arising from the project. Each partner’s liability is limited to his share in the capital, which shall be sufficient to achieve the purpose of its incorporation. Shares shall be equal and indivisible. Through this service, you can apply for increasing or decreasing the capital, amending or revoking the articles of association, removing partners, or make any other amendments.		
Service classification	Partnership Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name or commercial license		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise articles of association for a public joint stock company		Service code	ADJD-0028
Service description	Through this service, you can apply for notarising a contract whereby a public joint-stock company is established, which capital is divided into equal negotiable and tradeable shares. Founders subscribe in part of the company shares, while remaining shares are offered for public subscription.		
Service classification	Partnership Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name or commercial license 4. The Ministry of Economy decision/ decree		
Fees	AED 15000 for the original contract and AED 7500 for later amendments		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The number of shareholders shall not be less than (5) persons and the capital shall be 30 million dirhams at least. 2. The memorandum and articles of association shall be in conformity with the provisions listed in the company form decreed by the Minister of Economy. 3. The share of national citizens in the companies are defined by the competent authorities in the concerned emirate. 4. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 5. Court judgments must be stamped with the executive wording and be duly enforceable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise articles of association for a private joint stock company		Service code	ADJD-0029
Service description	Through this service, you can apply for notarising a contract whereby a private joint-stock company is established with not less than two and not more than 200 shareholders, (with the exception of the one-person limited liability company). The capital is divided into equal shares to be fully paid.		
Service classification	Partnership Contracts	Completion time	2working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of reserving a trade name or commercial license		
Fees	AED 5000 for the original contract and AED 2500 for later amendments		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Founders shall initially make the memorandum of association and then conclude articles of association detailing the information given in that memorandum. 2. The share of national citizens in the companies are defined by the competent authorities in the concerned emirate. 3. The capital shall not be less than five million dirhams. 4. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 5. Court judgments must be stamped with the executive wording and be duly enforceable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise minutes of meetings		Service code	ADJD-0030
Service description	Through this service, you can apply for notarising the minutes of a board meeting.		
Service classification	Minutes of meetings	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Memorandum of association		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a decision issued by any board of directors		Service code	ADJD-0031
Service description	Through this service, you can apply for notarising a board of directors meeting, the attending board members and the decisions taken.		
Service classification	Board or directors resolution	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Memorandum of association 5. Directors’ decision for LLC companies 6. Board of directors’ resolution for public joint stock companies 7. Proof of the board formation 8. Proof of the board powers		
Fees	• AED 500 for any contract/ document of less than AED 50,000 or of unspecified value • AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 • For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a proof of date of a record		Service code	ADJD-0032
Service description	Through this service, you can apply for notarising a statement proving the date of a certain record, if you are one of the parties involved therein.		
Service classification	Proof of date of a record	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	AED 300		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise an individual employment offer		Service code	ADJD-0033
Service description	Through this service, you can apply for notarising a private employment offer.		
Service classification	Domestic Employment Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Work visa		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. This type of contracts is limited to domestic workers and the like (private farmer, tutor, driver, babysitter). 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a domestic employment contract		Service code	ADJD-0034
Service description	Through this service, you can apply for notarising a domestic employment contract for a driver, tutor, nanny, housemaid, babysitter, farmer, agricultural engineer or any other private jobs.		
Service classification	Domestic Employment Contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Work visa		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. This type of contracts is limited to domestic workers and the like (private farmer, tutor, driver, babysitter). 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a retail mortgage contract		Service code	ADJD-0035
Service description	Through this service, you can apply for notarising a contract whereby a debtor offers a collateral (a specific amount) to a creditor or another person as a guarantee of a right that can be recovered from him (possessive mortgage).		
Service classification	Mortgage contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The mortgagor and mortgagee may agree on handing the collateral to a (trustworthy) third party. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a movable asset mortgage contract		Service code	ADJD-0036
Service description	Through this service, you can apply for notarising a contract whereby a debtor offers a collateral a specific amount to a creditor or another person as a guarantee of a right that can be recovered from him (possessive mortgage).		
Service classification	Mortgage contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Proof of the movable asset ownership		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The mortgagor and mortgagee may agree on handing the collateral to a (trustworthy) third party. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a sale contract in relation to a trade license		Service code	ADJD-0037
Service description	Through this service, you can apply for notarising a declaration, whereby a seller declares his commitment to transfer the ownership of a retail shop to a certain buyer.		
Service classification	Sale and assignment contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Proof of revoking a service agent agreement (if the retails shop is owned by a foreign investor) 5. Newspaper announcement		
Fees	• AED 500 for any contract/ document of less than AED 50,000 or of unspecified value • AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 • For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Fourteen days must have passed after the newspaper announcement for establishments, and on day in the case of amending the trade name. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise an assignment contract related to a trade license without compensation		Service code	ADJD-0038
Service description	Through this service, you can apply for notarising a declaration, whereby an assignor declares his commitment to assign the ownership of a retail shop to a certain assignee.		
Service classification	Sale and assignment contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi 4. Proof of revoking a service agent agreement (if the retails shop is owned by a foreign investor) 5. Newspaper announcement		
Fees	• AED 50 for companies • AED 500 for establishments		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Fourteen days must have passed after the newspaper announcement for establishments, and on day in the case of amending the trade name. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a settlement agreement		Service code	ADJD-0039
Service description	Through this service, you can apply for notarising an agreement made between disputing contract parties to end the dispute arising between them.		
Service classification	Other contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	• AED 500 for any contract/ document of less than AED 50,000 or of unspecified value • AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 • For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a reconciliation agreement		Service code	ADJD-0040
Service description	Through this service, you can apply for notarising an agreement made between disputing contract parties to reconcile between them.		
Service classification	Other contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a joint venture agreement		Service code	ADJD-0041
Service description	Through this service, you can apply for notarising an agreement made by two or more parties outlining the obligations of each party to execute a specific project within a specific timeframe, provided that such agreement shall not cause the reaction of a legal entity or a separate legal person.		
Service classification	Other contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Trade license if issued outside the emirate of Abu Dhabi		
Fees	• AED 500 for any contract/ document of less than AED 50,000 or of unspecified value • AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 • For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a maintenance contract		Service code	ADJD-0042
Service description	Through this service, you can apply for notarising a maintenance contract.		
Service classification	Other contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a memorandum of understanding		Service code	ADJD-0043
Service description	Through this service, you can apply for notarising a memorandum of understating made between two or more parties.		
Service classification	Other contracts	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration of waiver of dowry		Service code	ADJD-0044
Service description	Through this service, you can apply for notarising a wife’s declaration of waiving her dowry or clearing her husband from his liability to such payment.		
Service classification	Marriage-related declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card of concerned parties 2. Marriage contract		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public (the wife must be present) 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration of dowry payment		Service code	ADJD-0045
Service description	Through this service, you can apply for notarising a wife’s declaration of receiving her dowry from her husband.		
Service classification	Marriage-related declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties - Marriage contract		
Fees	- AED 500 for any contract/ document of less than AED 50,000 or of unspecified value - AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 - For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the notary public (the wife must be present) - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. - Court judgments must be stamped with the executive wording and be duly enforceable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration of debt		Service code	ADJD-0046
Service description	Through this service, you can apply for notarising a declaration whereby the deponent (debtor) declares that he is indebted to a third party.		
Service classification	Declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties - A proof of debt		
Fees	- AED 500 for any contract/ document of less than AED 50,000 or of unspecified value - AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 - For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the notary public (both parties must be present) - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. - Court judgments must be stamped with the executive wording and be duly enforceable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise an acknowledgment of receipt		Service code	ADJD-0047
Service description	Through this service, you can apply for notarising an affidavit whereby the applicant acknowledges that he has received money (as a trust) or as a settlement of previous debt or dues.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to attest a declaration of assignment		Service code	ADJD-0048
Service description	Through this service, you can apply for notarising an affidavit whereby the deponent waives any complaint or a personal right related to any claim or case filed by him before the court. This service also covers the waiver of Abu Dhabi Housing Authority loan, and the assignment of shares or any other transferable rights according to laws and legislation.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Shares certificate (in case of assignment of share) 4. Any proof indicating that the assignor is one of the loan beneficiaries (in case of loan assignment)		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. It is permissible to waive a criminal case only in the cases prescribed by the law, such waiver shall be limited to personal right and not the public right. 2. It is permissible to waive complaints related to the offences listed in article 10 of the criminal procedure law. 3. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 4. Court judgments must be stamped with the executive wording and be duly enforceable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to attest a declaration of monthly income		Service code	ADJD-0049
Service description	Through this service, you can apply for notarising an affidavit whereby a licensed self-employed individual states his monthly income earned from his business.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Commercial license if issued outside the Emirate of Abu Dhabi		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The declarant shall not be an employee in the public or private sectors. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration of no-objection to travel		Service code	ADJD-0050
Service description	Through this service, you can apply for the notarising a statement whereby the sponsor declares that he has no objection to the travel of the person sponsored by him with other than him.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested 3. Passport of the sponsored person 4. Residence visa of the sponsored person		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a declaration of a movable ownership		Service code	ADJD-0051
Service description	Through this service, you can apply for notarising a document establishing the ownership and possession of a movable property including boats, cattle...etc.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card 2. The document to be attested		
Fees	1. AED 500 for any contract/ document of less than AED 50,000 or of unspecified value 2. AED 1000 for any contract/ document of more than AED 50,000 and less than AED 200,000 3. For any contract/ document of more than AED 200,000: 0.5% of the document value, capped at AED 20,000.		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Such declarations do not apply to intangible movables or to properties allocated for public benefit or public funds. 2. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 3. Court judgments must be stamped with the executive wording and be duly enforceable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to affix the executive wording on a notarial record		Service code	ADJD-0052
Service description	Through this service, you can apply for certifying a document issued from the Notary Public Section, so that you are enabled to open a file to enforce the provisions outlined in this document.		
Service classification	The executive wording on a notarial record	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card 2. The document to be certified		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to notarise a notarial record for use abroad		Service code	ADJD-0053
Service description	Through this service, you can apply for certifying a document issued from the Notary Public Section, so that you are enabled to enforce the provisions outlined in this document outside the country.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties 2. The document to be certified for use abroad		
Fees	AED 50		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the notary public 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request for a true copy of a notarial record		Service code	ADJD-0054
Service description	Through this service, you can apply for notarising an official copy of a record attested by the notary public.		
Service classification	True copy	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card - The document to be attested		
Fees	AED 5 for each copy		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Verify your identity before the officer in charge - Obtain a copy of the documents		
Terms and Conditions			
- For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. - Court judgments must be stamped with the executive wording and be duly enforceable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request for information about a notarial record		Service code	ADJD-0055
Service description	Through this service, you can request information about all records attested by the notary public.		
Service classification	True copy	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	Emirates ID card		
Fees	AED 1000		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Verify the identity of the person concerned appearing before the officer in charge 4. Obtain a copy of the documents		
Terms and Conditions			
1. For civil transactions, applicants are deemed of legal capacity after completing 21 lunar years; while for commercial transactions they are deemed so after completing 18 calendar years. 2. Court judgments must be stamped with the executive wording and be duly enforceable. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



دائرة القضاء
JUDICIAL DEPARTMENT

Attestation Services



Request to attest an affirmation of custody		Service code	ADJD-0056
Service description	Through this service, you can apply for attesting an affidavit stating that the applicant has custody of his/ her children.		
Service classification	Status, Custody, Support & Housing Affirmations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - A proof of custody		
Fees	- AED 100 - AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Obtain the document digitally attested		
Terms and Conditions			
- Custody granted for mothers expires when a boy is 11 years and a girl is 13 years old, unless extended by the court for the child’s best interest (i.e. until maturity for boys and marriage for girls) - An affirmation of non-reinstatement issued by a competent authority must be submitted in case of revocable divorce. - The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a local court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of support		Service code	ADJD-0057
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent declares that he is the provider to one of his needy relatives whether he is providing full support, housing support or partial support.		
Service classification	Status, Custody, Support & Housing Affirmations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - Official document certifying the kinship of parties.		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Obtain the document digitally attested		
Terms and Conditions			
- If a son is giving support to his mother (married, divorced or widowed), an official document evidencing her status must be submitted. - An affirmation of non-reinstatement issued by a competent authority must be submitted in case of revocable divorce. - The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of social status		Service code	ADJD-0058
Service description	Through this service, you can apply for attesting an affidavit of your status (never marriage, no marriage since divorce, no marriage since husband’s death, wife's divorce without marriage reinstatement).		
Service classification	Status, Custody, Support & Housing Affirmations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - Official document certifying the status of widowhood e.g. notice of succession (in case of requesting an affidavit of non-marriage after the death of husband). - Official document evidencing separation or divorce (in case of requesting an affidavit of non-marriage after the divorce)		
Fees	AED 100 AED 0 for declarations relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Obtain the document digitally attested		
Terms and Conditions			
- If the concerned parties are not UAE or GCC citizens, their passport must be submitted - An affirmation of non-reinstatement issued by a competent authority must be submitted in case of revocable divorce (in case of requesting an affidavit of non-marriage after the divorce) - The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of housing		Service code	ADJD-0059
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent declares that he provides accommodation at his home for the person to whom the affidavit is made.		
Service classification	Status, Custody, Support & Housing Affirmations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - Official document certifying the kinship of parties. - Title deed or attested lease		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval. - Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of the persons concerned - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of care giving		Service code	ADJD-0060
Service description	Through this service, you can apply for attesting an affidavit stating that you take care of your son, father, grandfather, grandmother, brothers, or relatives due to their need for care and support because of illness, disability, aging or young age.		
Service classification	Affirmations of foster and care giving	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - A proof evidencing the recipient's need for care and attention		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Obtain the document digitally attested		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of foster care		Service code	ADJD-0061
Service description	Through this service, you can apply for attesting an affidavit stating that you are fostering an orphan in the country.		
Service classification	Affirmations of foster and care giving	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - A proof of provision of foster care.		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Obtain the document digitally attested		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to issue a notice of succession		Service code	ADJD-0062
Service description	Through this service, you can apply for issuing a notice of succession according to the Islamic Sharia law.		
Service classification	Notice of succession, proof of major age, and appointment of a guardian	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card of concerned parties except for the applicant, passports and family book 2. Office document evidencing death 3. Marriage contract and birth certificates for expats		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of one of the heirs accompanied by two witnesses. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The judge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 3. If the document submitted is a court judgment, it must be final and unappealable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 7. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a proof of major age		Service code	ADJD-0063
Service description	Through this service, you can apply for attesting a proof evidencing that the applicant has completed 21 lunar years, and that he has sound mental capacity and has not been interdicted.		
Service classification	Notice of succession, proof of major age, and appointment of a guardian	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID card of concerned parties (the person under guardianship), except for the applicant 2. Official document evidencing guardianship		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of the guardian and the person under guardianship 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Application is submitted by the guardian. 2. The judge may request any document he deems necessary to prove the incident. 3. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 4. If the document submitted is a court judgment, it must be final and unappealable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 8. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of appointing an executor		Service code	ADJD-0064
Service description	Through this service, you can apply for attesting an affidavit for appointing a chosen guardian to run the affairs of minors, foetus, or children of interdicted or absent person.		
Service classification	Notice of succession, proof of major age, and appointment of a guardian	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Office document evidencing death		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of the guardian and the person under guardianship 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The judge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 3. If the document submitted is a court judgment, it must be final and unappealable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 7. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of donation/ grant		Service code	ADJD-0065
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent (donor) declares that he assigns an asset or a financial right to another person, during his life, without any consideration.		
Service classification	Declarations of grants, endowments, and wills	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Official document certifying the kinship of parties, if any 3. Proof of ownership of the donated asset		
Fees	AED 1500		
Service procedures	1. Submit the application and required documents through the available channels 2. Communication is sent to the competent authority. 3. Pay the service prescribed fees, after receiving the competent authority’s approval, including the mortgagee’s consent if the property is mortgaged. 4. Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of the donor and donee. 5. Obtain the document digitally attested, after the end of the meeting.		
Terms and Conditions			
1. Permission must be taken from the competent court in relation to a minor’s share. 2. The judge may request any document he deems necessary to prove the incident. 3. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 4. If the document submitted is a court judgment, it must be final and unappealable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 8. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest revocation of donation/ grant		Service code	ADJD-0066
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent (donor) and the donee jointly declare the revocation of the grant.		
Service classification	Declarations of grants, endowments, and wills	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Official document certifying the kinship of parties, if any 3. Proof of ownership of the donated asset		
Fees	AED 1500		
Service procedures	1. Submit the application and required documents through the available channels 2. Communication is sent to the competent authority. 3. Pay the service prescribed fees, after receiving the competent authority’s approval, including the mortgagee’s consent if the property is mortgaged. 4. Schedule an appointment to remotely meet the attestation officer and the competent judge and verify the identity of the donor and donee. 5. Obtain the document digitally attested, after the end of the meeting.		
Terms and Conditions			
1. Competent authorities’ approval, including the mortgagee’s consent if the property is mortgaged. 2. Permission must be taken from the competent court in relation to a minor’s share. 3. The judge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a registered will		Service code	ADJD-0067
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent (testator) defines how his estate will be disposed of after his death.		
Service classification	Declarations of grants, endowments, and wills	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties and witnesses except for the applicant 2. Official document certifying the kinship of parties, if any		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and verify the identity of the testator. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. Submission of a recent land investigation certificate, if the bequeathed property is a real estate. 2. Competent authorities’ approval, including the mortgagee’s consent if the property is mortgaged. 3. The judge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest revocation of a will		Service code	ADJD-0068
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent declares the revocation of a previously registered will.		
Service classification	Declarations of grants, endowments, and wills	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties and witnesses except for the applicant 2. The probated will		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and verify the identity of the testator. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The judge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 3. If the document submitted is a court judgment, it must be final and unappealable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 7. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of endowment		Service code	ADJD-0069
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent declares that he is the proprietor of an asset which profits are donated for the sake of Allah, by allocating all or part of his assets as endowment for charity purposes, whether this asset is moveable or immovable.		
Service classification	Declarations of grants, endowments, and wills	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties and witnesses except for the applicant - Proof of ownership of the asset to be used for charity		
Fees	AED 200		
Service procedures	- Submit the application and required documents through the available channels - Communication is sent to the competent authority - Pay the service prescribed fees, after receiving the competent authority's approval, including the mortgagee's consent if the property is mortgaged - Schedule an appointment to remotely meet the attestation officer and verify the identity of the deponent and witnesses. - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- Competent authorities' approval, including the mortgagee's consent if the property is mortgaged. - The judge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request for concluding a marriage contract		Service code	ADJD-0070
Service description	Through this service, you can apply for concluding a marriage contract according to the provisions of Islamic Sharia, where after the marriage registrar moves to the venue of marriage located inside the Emirate of Abu Dhabi or convenes the ceremony via a video conference call.		
Service classification	Marriage	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Emirates ID cards (fiancé, fiancée, guardian and two witnesses) 2. Passports (fiancé, fiancée, and guardian) 3. Family book (suitor and fiancée) for UAE citizens 4. Visit visa or entry stamp for non-residents. 5. Medical examination certificate if one party is a UAE national.		
Fees	AED 800		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to schedule the marriage contract 4. Obtain the document digitally attested		
Terms and Conditions			
1. The required documents and procedures may vary depending on the status of the fiancé, fiancée, and guardian. 2. Make sure to submit the marriage application sufficiently before the date of the marriage, as the application requires review. 3. The judge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of marriage continuity		Service code	ADJD-0071
Service description	Through this service, you can apply for attesting an affidavit evidencing that the marital relationship between the husband and wife is on-going to date.		
Service classification	Marriage-related declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Marriage contract		
Fees	AED 100 • AED 0 for applications relating to social and humanitarian support		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and verify the identity of the husband and wife. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. If it is not possible to present the marriage contract for reasons accepted by the judge, other documents must be submitted to demonstrate the continuity of marital life, e.g. birth certificates of one of the children. The judge must verify the presence of the wife by all available means. 2. If the marriage contract between a local female and an expat is made outside the United Arab Emirates, the validity of such contract must be verified based on the marriage requirements applicable at the Judicial Department. 3. The officer in charge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of marriage consummation		Service code	ADJD-0072
Service description	Through this service, you can apply for an affidavit evidencing that marriage has been consummated between the husband and wife.		
Service classification	Marriage-related declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - Marriage contract		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the attestation officer and verify the identity of the husband and wife. - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of non-consummation of marriage		Service code	ADJD-0073
Service description	Through this service, you can apply for an affidavit evidencing that marriage has not been consummated to date.		
Service classification	Marriage-related declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - Marriage contract		
Fees	AED 100 AED 0 for applications relating to social and humanitarian support		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the attestation officer and verify the identity of the husband and wife. - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of parentage		Service code	ADJD-0074
Service description	Through this service, you can you can apply for attesting an affidavit stating that the applicant, whether the father or mother, is the parent of their son/ daughter.		
Service classification	Affirmations of lineage and parentage	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties and witnesses, except for the applicant - Family book for UAE nationals - Official document certifying parenthood e.g. birth certificates, marriage contract		
Fees	AED 100		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Schedule an appointment to remotely meet the attestation officer and verify the identity of the deponent and witnesses. - Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest an affirmation of non-objection in relation to family matters		Service code	ADJD-0075
Service description	Through this service, you can apply for attesting an affidavit stating your approval and consent of an action or procedure related to you to be taken by the other party.		
Service classification	Affirmations of lineage and parentage	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Official document certifying the kinship		
Fees	AED 100 • AED 0 for applications relating to social and humanitarian support		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Obtain the document digitally attested		
Terms and Conditions			
1. The officer in charge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 3. If the document submitted is a court judgment, it must be final and unappealable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 7. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of Islam embracing		Service code	ADJD-0076
Service description	Through this service, you can apply for a document certifying that the applicant has embraced the religion of Islam whether now or before in any other country.		
Service classification	Declaration of Embracing of Islam	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties and witnesses, except for the applicant - Passport - Visit or residence visa - A proof certifying the embracing of Islam previously (if any)		
Fees	Free of charge		
Service procedures	- Submit the application and required documents through the available channels - Verify your appearance before the attestation officer through any available means. (in case of lack of official document) - Obtain the document digitally attested		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of name change		Service code	ADJD-0077
Service description	Through this service, you can apply for attesting an affidavit whereby the deponent declares that he / she has changed his/her name or the name of his/ her minor child.		
Service classification	Other general declarations	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Birth certificate 3. Family book (for UAE nationals) 4. Passport		
Fees	AED 2000		
Service procedures	1. Submit the application and required documents through the available channels 2. Communication is sent to the competent authority. 3. Pay the service prescribed fees, after receiving the competent authority’s approval. 4. Obtain the document digitally attested		
Terms and Conditions			
1. This service is limited to the UAE nationals 2. The consent of competent authorities must be presented, and the change of name must be publicized in a popular daily newspaper for those whose age is 11 calendar years or above. 3. The officer in charge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to notarise an attested document for use abroad		Service code	ADJD-0078
Service description	Through this service, you can apply for stamping an official document issued from the Attestation Section, so that you can implement it outside the United Arab Emirates.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	- Valid Emirates ID card of concerned parties except for the applicant - The document to be attested		
Fees	AED 50		
Service procedures	- Submit the application and required documents through the available channels - Pay the service prescribed fees, after approval - Verify your appearance before the attestation officer through any available - Obtain the document		
Terms and Conditions			
- The officer in charge may request any document he deems necessary to prove the incident. - Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. - If the document submitted is a court judgment, it must be final and unappealable. - If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. - Any document issued outside the country must be attested by the Ministry of Foreign Affairs. - If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. - The submitted application may not contain any provisions in contrary with the declaration.			



Request for replacement of a lost marriage contract		Service code	ADJD-0079
Service description	Through this service, you can apply for a replacement of a lost marriage contract issued by the Emirate of Abu Dhabi.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	Valid Emirates ID card of concerned parties except for the applicant		
Fees	AED 200		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Verify your appearance before the attestation officer (if needed) 4. Obtain the document digitally attested		
Terms and Conditions			
1. The officer in charge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped by a competent court. 3. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 4. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 5. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it.			



Request to attest a declaration of proof of marriage		Service code	ADJD-0080
Service description	Through this service, you can apply for attesting an affidavit of marriage that took place before but not officially documented.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Any document of marriage		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and judge; and verify the identity of the husband and wife. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. If it is not possible to present the marriage contract for reasons accepted by the judge, other documents must be submitted to demonstrate the continuity of marital life, e.g. birth certificates of one of the children. The judge must verify the presence of the wife by all available means. 2. If the marriage contract between a local female and an expat is made outside the United Arab Emirates, the validity of such contract must be verified based on the marriage requirements applicable at the Judicial Department. 3. The judge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request to attest a declaration of proof of divorce		Service code	ADJD-0081
Service description	Through this service, you can apply for attesting a proof of divorce that took place on a prior date.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. Marriage contract		
Fees	AED 100		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer and judge; and verify the identity of the husband and wife. 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. If it is not possible to present the marriage contract for reasons accepted by the judge, other documents must be submitted to demonstrate the continuity of marital life, e.g. birth certificates of one of the children. The judge must verify the presence of the wife by all available means. 2. If the marriage contract between a local female and an expat is made outside the United Arab Emirates, the validity of such contract must be verified based on the marriage requirements applicable at the Judicial Department. 3. The judge may request any document he deems necessary to prove the incident. 4. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 5. If the document submitted is a court judgment, it must be final and unappealable. 6. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 7. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 8. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 9. The submitted application may not contain any provisions in contrary with the declaration.			



Request for affixing the executive wording on an attested document		Service code	ADJD-0082
Service description	Through this service, you can apply for certifying a document issued from the Attestation Section, e.g. declaration of debt, so that you can open a file to enforce the provisions outlined in this document.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	1. Valid Emirates ID card of concerned parties except for the applicant 2. The original document to be certified.		
Fees	AED 500		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Schedule an appointment to remotely meet the attestation officer 4. Obtain the document digitally attested, after the end of the meeting		
Terms and Conditions			
1. The executive wording is affixed for one time only. 2. The judge may request any document he deems necessary to prove the incident. 3. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 4. If the document submitted is a court judgment, it must be final and unappealable. 5. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 6. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 7. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 8. The submitted application may not contain any provisions in contrary with the declaration.			

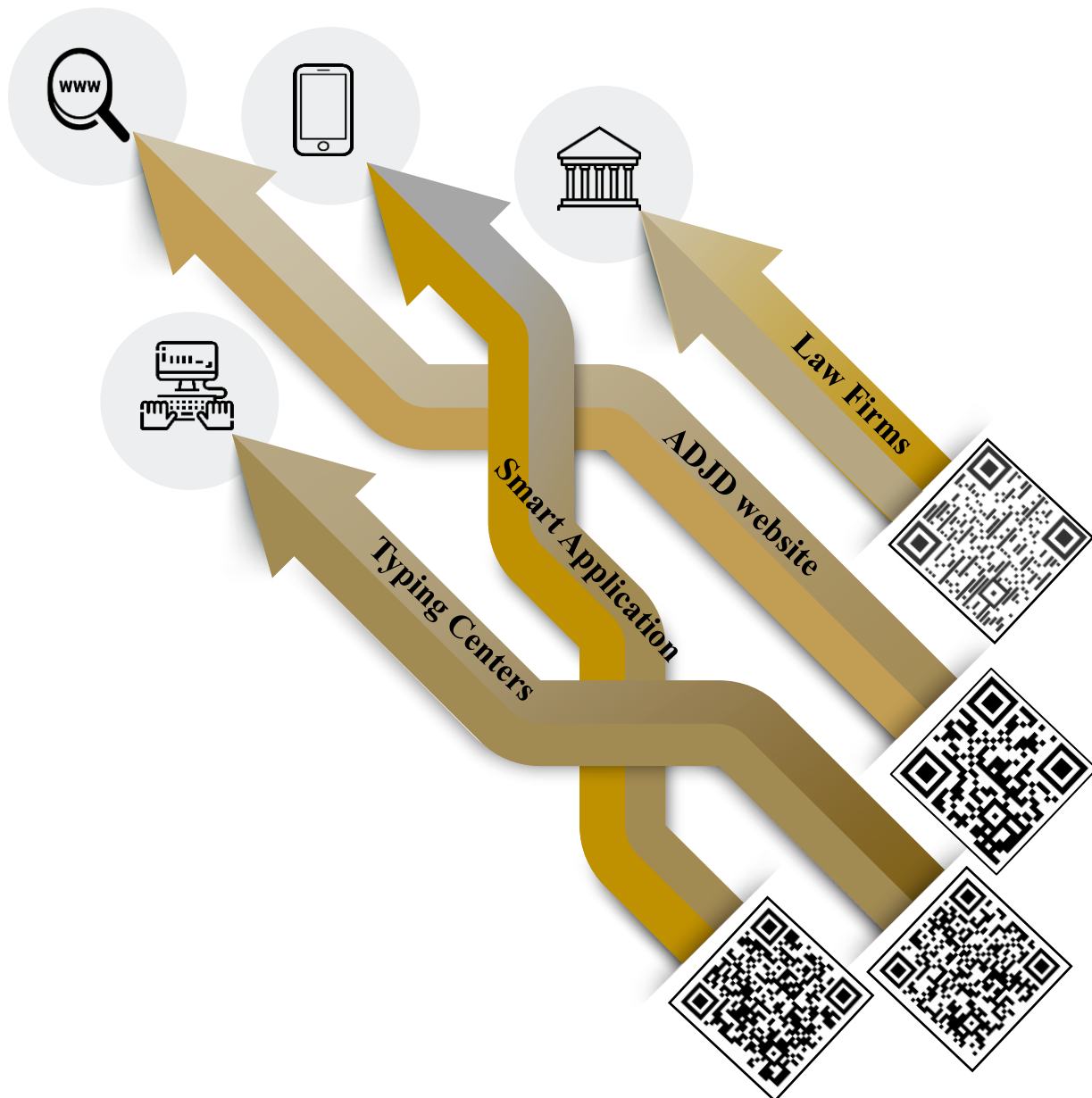


Request for a true copy of an attested document		Service code	ADJD-0083
Service description	Through this service, you can apply for a true copy of a record that has been attested by the Attestation Section.		
Service classification	Other requests	Completion time	2 working days
Channels of service	 ADJD website		
Required documents	Valid Emirates ID card of concerned parties except for the applicant		
Fees	AED 5 for each page		
Service procedures	1. Submit the application and required documents through the available channels 2. Pay the service prescribed fees, after approval 3. Verify your appearance before the attestation officer (if needed) 4. Obtain a copy of the documents		
Terms and Conditions			
1. The officer in charge may request any document he deems necessary to prove the incident. 2. Court judgments issued outside the country must be certified and stamped with the executive wording of a competent court. 3. If the document submitted is a court judgment, it must be final and unappealable. 4. If the person concerned or one of the parties fails to attend or is incapacitated, debilitated or is a legal person, the application must be submitted by a person acting on their behalf legally or lawfully, with a proof evidencing so. 5. Any document issued outside the country must be attested by the Ministry of Foreign Affairs. 6. If the document is issued in other than Arabic, it should be translated by a certified translator whose valid license card will be attached to it. 7. The submitted application may not contain any provisions contradict the declaration.			



دائرة القضاء
JUDICIAL DEPARTMENT

Channels of Service





دائرة القضاء
JUDICIAL DEPARTMENT

For more Information



**Notary Public
Inquiry Portal**

**600599799
Call Center**

