

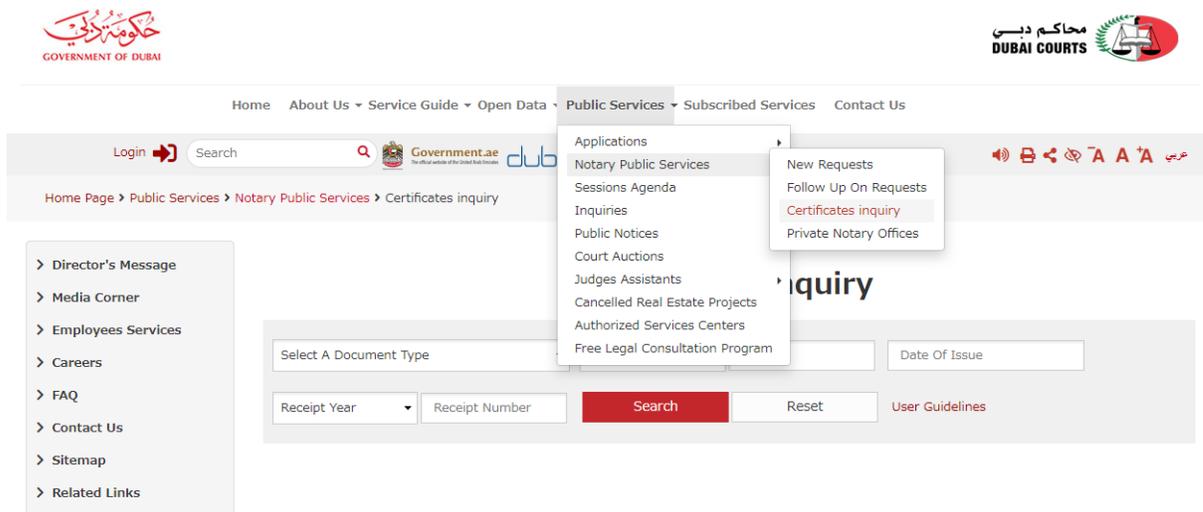


Public Services – Certificates Inquiry

1. Open Dubai Courts website from the browser

<https://www.dc.gov.ae/PublicServices/Home.aspx?lang=en>

2. To open the service click on Public Services, then Notary Public Services, then Certificates Inquiry (as shown in the below image)





3. Type the required information (from the sticker), and then click on the search button.

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Certificates inquiry

Select A Document Type Year Serial Date Of Issue

Receipt Year Receipt Number Search Reset User Guidelines

Note:





- Document Number (surrounded by a red box) 2018/1/27957

In [Select a Document Type] field, the second part of the document must be entered, the one highlighted in yellow.

When this value is (1) please choose the (Authentication Register) document type, and when the value is (5) please choose (Register of the Economic Department).

In the [Year] field, the year must be entered, it is the one highlighted in green.

In the [Serial] field, the serial must be entered and it is the one highlighted in pink.

- Receipt Number (surrounded by a blue box):

In a normal document (surrounded by a blue box) 53179/2018/18

In an electronic document (surrounded by a blue box) 2018-467372

In the receipt year field, type the year, the one highlighted in green.

In the receipt number field, type the number highlighted in pink.

- Issue date (surrounded by a brown box)



4. After clicking the search button the notary documents information will be displayed, in addition it can be viewed as a PDF document.

Document Type

Detail Document Type

Document Date

Document Status

Document Validity Period (Valid from ... to ...) if there was a validity period entered for the notary document.

A link  to display the notary document.

5. In addition, the parties information will be displayed:

- Party Name
- ID Number (if it exists in the database)
- Party Type (Principal, Agent)
- Party Status
 - Active
 - Cancelled –the validity of the notary document is cancelled from the party completely.
 - Partially Cancelled – the validity of the notary document is cancelled from some of the parties.

6. Sometimes depending on the data in the database a button appears beside the parties information

Related Parties



When clicked the following table will appear

Related Parties

Related Party Name	ID Number	Relation Type	Relationship Document	
Ebrahim Mohammad Yousef Abbasi	784196809505496	Attorney	3 / 1 / 2009	

This table describes the relationship of a party to the party in the notary document as shown in the above picture. If the relationship was Attorney and the notary document is issued by Dubai Courts, the notary document number will appear and the following link can be clicked to display the notary document.

- Upon clicking again on the Related Parties button, the related parties table will disappear.



- If the notary document was partially cancelled or completely cancelled from the agent, the following button will appear.



*****	784*****96	Principal	Partially Cancelled		Cancelled Information
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- Upon Clicking on the Cancelled Information Button, the cancelled notary document information popup will appear, and the notary document can be displayed by clicking on the following link .

