

**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE COMMISSIONER AND INSPECTOR GENERAL  
OF REGISTRATION AND STAMPS, A.P., VIJAYAWADA,**

**CIRCULAR No: CARD/e-1819237/2023, Dated: 14/05/2023**

**CIRCULAR MEMO**

**Sub:** Registration and Stamps Department – Notaries Act, 1952 – Implementation of new application “Notary” for issuing of renewal of licenses relating to Notary w.e.f. XX.05.2023 - Reg.

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Attention of all the officers noted in the address entry is invited to the subject cited. It is informed that a new application software to deal with all the Renewals of license of Certificate of Practice both at User end as well as the Department Officers end has been developed and is ready for implementation. The detailed user manual showing the procedures to be followed in dealing with the service is enclosed herewith. In order to make the application alive, data entry of existing notaries (fresh COP's, First renewal, Second renewal and so on) has to be completed by all the District Registrars. So all the District Registrars are requested to first complete the data entry of notaries as per the user manual guidelines. Any queries on data entry will be addressed through Help line phone number given below.

Therefore, all the Officers are requested to accept the online Renewals of license of Certificate of Practice through the website w.e.f 22.05.2023.

Encl: User Manual.

**V Rama Krishna  
Commissioner and Inspector General  
Registration and Stamps  
A.P., Vijayawada.**

To  
All the District Registrars in the State.  
All the Deputy Inspectors Generals in the State.