



Electronic Services Manual for the Notary Public Department



Notary Public

The notary public is an official employee who is responsible for issuing various contracts that fall within his jurisdiction, signatures endorsement, proving the dates of all customary documents, and any other transactions that fall within the notary public jurisdiction.

The Notary Public Law was promulgated by the Royal Decree No. [40/2003], dated 13 May 2003 AD, and some articles was amended by the Royal Decree [51/2022].



About TAWTHEQ

It is a digital platform that provides all processes and procedures of notary public services as well as establishing an integrated work environment based on the latest electronic systems and the availability of accurate databases.

notary.caaj.gov.om

TAWTHEQ Objectives

01

Enhancing and developing business environment.

02

Enhancing the user's trust in notary public services.

03

Fast and simple procedures.

04

Enhancing protective justice.

05

Accurate and safe official document.

06

Zero paper documents.

Integration with Many Public and Private Bodies

شرطة عمان السلطانية
ROYAL OMAN POLICE



سلطنة عُمان
وزارة النقل والاتصالات وتقنية المعلومات
Sultanate of Oman
Ministry of Transport, Communications and Information Technology



وزارة العدل والشؤون القانونية
MINISTRY OF JUSTICE AND LEGAL AFFAIRS



وزارة التنمية الاجتماعية
Ministry of Social Development



Sultanate of Oman سلطنة عُمان
وزارة التجارة والصناعة وترويج الاستثمار
Ministry of Commerce, Industry & Investment Promotion



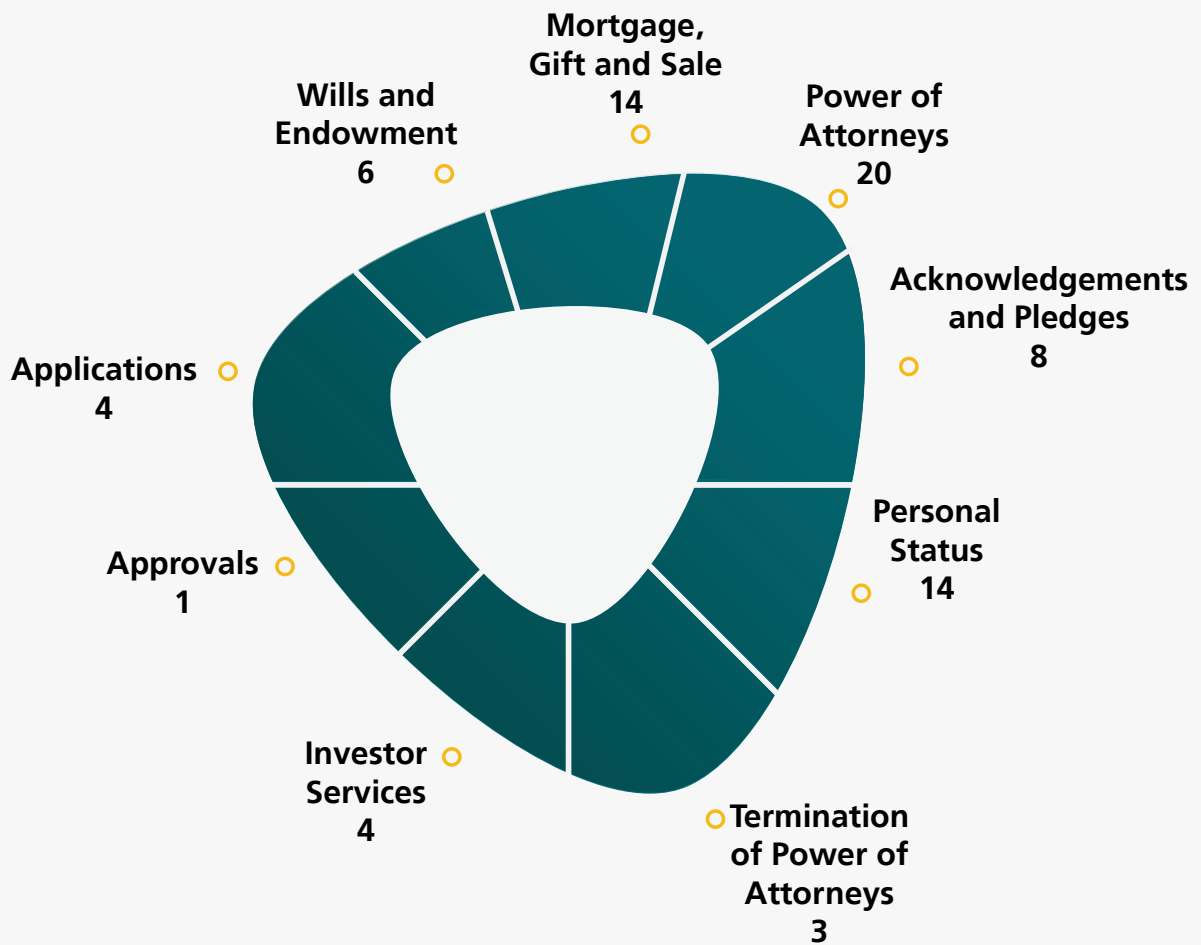
وزارة الإسكان والتخطيط العمراني
Ministry of Housing and Urban Planning



Banks المصارف

TAWTHEQ Services

Divided into 61 services as follows

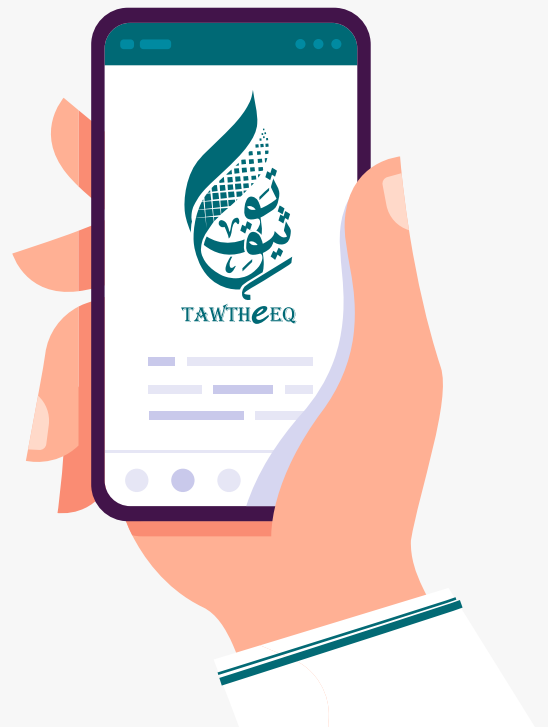
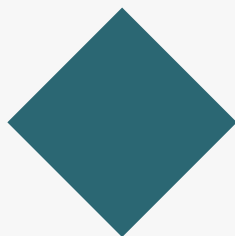


TAWTHEEQ

To Complete all your Electronic Transactions

Service List Index

Page	Content
4	Notary Public
5	About TAWTHEEQ
6	TAWTHEEQ Services
7	Service List Index





Powers of Attorney

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

Power of Attorney Termination

29

30

31



Acknowledgments & Pledges

Acknowledgments

33

34

35

36

37

38

39

Pledges

40



Personal Status

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56



Other Applications

58

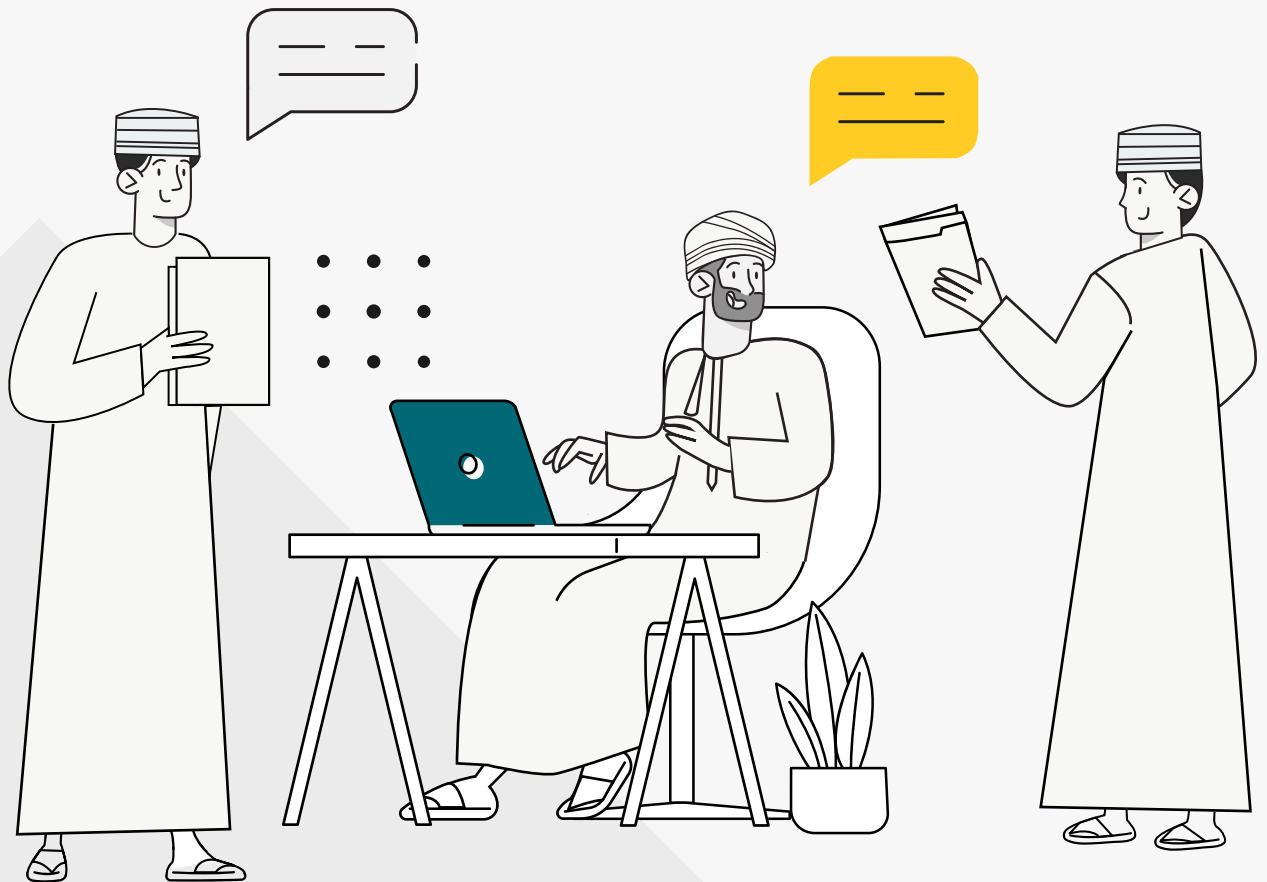
59

60

61



Powers of Attorney



Power of Attorney for Advocacy

Service Description

Authenticating a document by which the concerned party appoints one or more lawyers to carry on legal works on his/her behalf before all judicial entities.



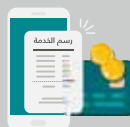
Documents and papers

- › Valid identity documents for the first party (Grantor).
- › The updated and registered phone number of the first party (Grantor) with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney) or the proven documents (in the event of a legal person).



Service Operation Procedures

- › First Party (Grantor) application on TAWTHEQ platform.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of attorney for Relative in Litigation

Service Description

Authenticating a document by which the concerned party appoints another person (husband/ brother-in-law/ relative up to the fourth degree) to carry on legal works on his/her behalf before all judicial entities.



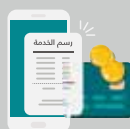
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Official proof of the relation between the parties (Marriage, affinity, or kinship).
- › Power of attorney (if it was via power of attorney)



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Powers of attorney for Inheritance

Service Description

Authenticating a document by which the concerned party appoints another person (whoever his capacity as inheritor is proven) to act on his behalf in reviewing and disposing of his right and share of the inheritance.



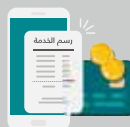
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Decree of Distribution.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 1 for each inheritor.

Power of Attorney for Retirement Funds

Service Description

Authenticating a document by which (the beneficiary of the retirement fund) appoints another person to deal with the competent authorities and banks on his/her behalf to receive his/her retirement pension.



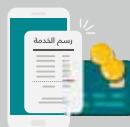
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Proof of the beneficiary right in the retirement fund.
- › Bank account number (if it is specified).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 1

Power of Attorney for Social Protection Benefits

Service Description

Authenticating a document by which (the beneficiary of a social protection benefit) appoints another person to deal with the competent authorities and banks on his/her behalf to receive his/her benefit amount.



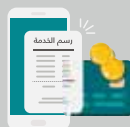
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Bank account number (if it is specified).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Banks

Service Description

Authenticating a document by which the concerned party appoints another person to deal with banks.



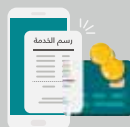
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Bank account number (if it is specified).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of attorney for Usufruct Contract

Service Description

Authenticating a document by which the concerned party appoints another person to deal with competent authorities in all matters related to the usufruct of a specific property.



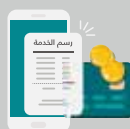
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The property title deed (if needed).
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Properties

Service Description

Authenticating a document by which the concerned party appoints another person to carry out all procedures and management works related to all of his/her properties.



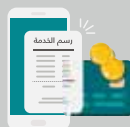
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney)



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Purchasing a Property

Service Description

Authenticating a document by which the concerned party appoints another person to purchase a specific property on his/her behalf.



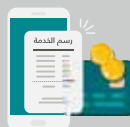
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The property title deed.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Selling a Property

Service Description

Authenticating a document by which the concerned party appoints another person to sell a specific property on his/her behalf.



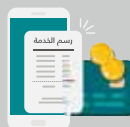
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The property title deed.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Managing a Property

Service Description

Authenticating a document by which the concerned party appoints another person to carry out all works of managing a specific property on his/her behalf.



Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The property title deed.
- › Providing the commercial register if the second part is a legal entity.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney)



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Purchasing a Vehicle

Service Description

Authenticating a document by which the concerned party appoints another person to purchase a specific vehicle on his/her behalf.



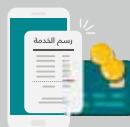
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Valid Vehicle license.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Selling a Vehicle

Service Description

Authenticating a document by which the concerned party appoints another person to sell a specific vehicle on his/her behalf.



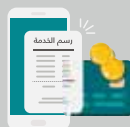
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Valid Vehicle license.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of attorney for Driving a Vehicle

Service Description

Authenticating a document by which the concerned party appoints another person to permit him/her to drive a specific vehicle.



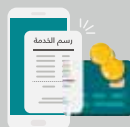
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Valid Vehicle license.
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Vehicles

Service Description

Authenticating a document by which the concerned party appoints another person to carry out all works related to all of his/her vehicles.



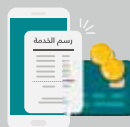
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related).
- › Submitting the judicial decision if the matter is related to a minor.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Clearing Workers' Procedures

Service Description

Authenticating a document by which the concerned party appoints another person to clear his/her workers' procedures.



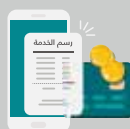
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Resident card or the worker's passport (if the worker is specified).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Transferring Workers Through Ports

Service Description

Authenticating a document by which the concerned party appoints another person to transfer his/her workers through ports.



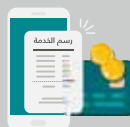
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Worker's passport (if the worker is specified).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Attorney Dismissal

Service Description

An acknowledgment from the grantor that s/he dismisses his/her attorney, which results in cancellation of the power of attorney issued in this regard.



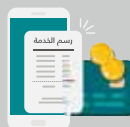
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The power of attorney that required termination.



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Termination of Power of Attorney by a Court Ruling or Decision or Reconciliation Report

Service Description

An acknowledgment of terminating a power of attorney issued by the Notary Public Department by a judicial decision through a Court ruling or decision or a reconciliation report.



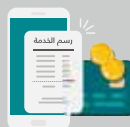
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The power of attorney that required termination.
- › The judicial decision/ court ruling or reconciliation report accompanied by the writ of execution.



Service Operation Procedures

- › The personal attendance of the concerned party to the department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Waving a Power of Attorney

Service Description

An acknowledgment from the attorney that s/he waives the power of attorney, which results in cancellation of the power of attorney issued in this regard.



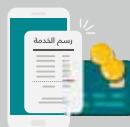
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The power of attorney that required termination.



Service Operation Procedures

- › The personal attendance of (the attorney) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.

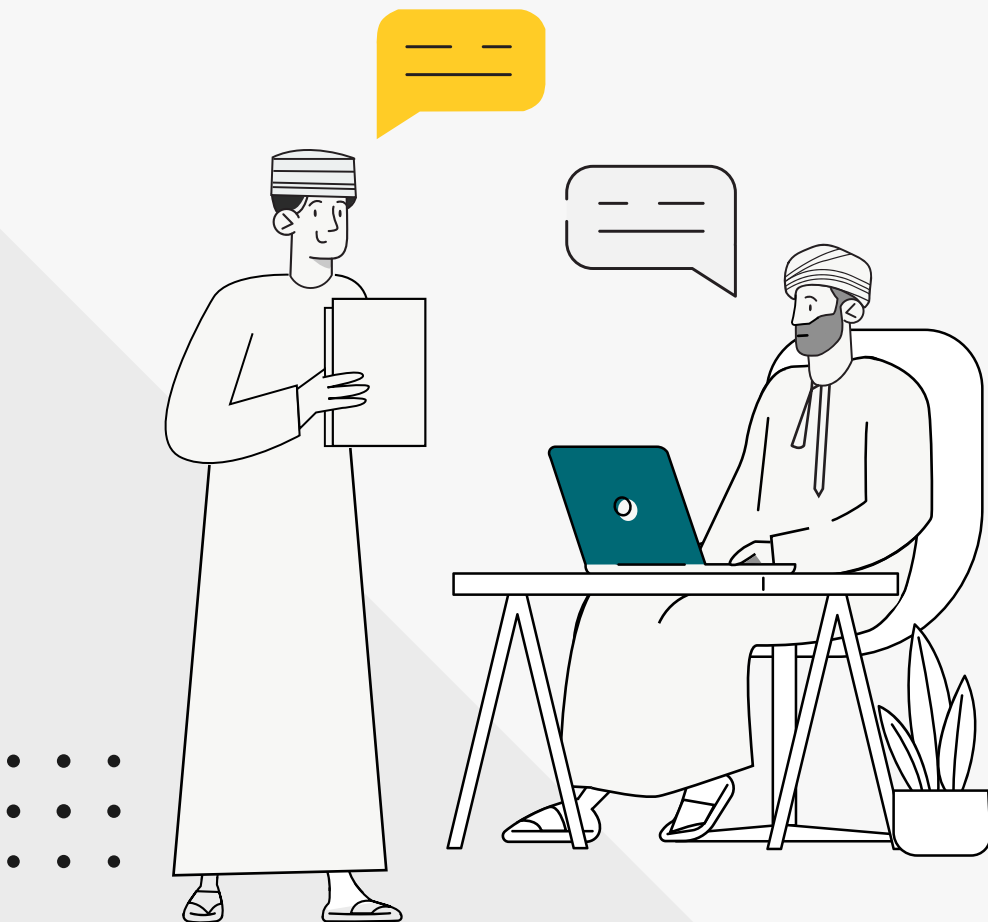


Service Fee

OMR 5



Acknowledgments and Pledges



Acknowledgment of Debt (Owed)

Service Description

Authenticating a document that includes an acknowledgment of a due amount of money owed by the debtor to another person (Creditor) which s/he is obligated to pay at any time upon the creditor's request.



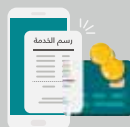
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related) along with the power of attorney.
- › Submitting the judicial decision if the matter is related to a minor.
- › A letter from the competent authority if the debt is to a legal person or the attendance of the legal person's representative with proof of his/her capacity.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Debt (Installments)

Service Description

Authenticating a document that includes an acknowledgment of a due amount of money owed by the debtor to another person (Creditor) which s/he is obligated to pay in prescribed installments agreed upon by both parties.



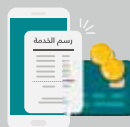
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related) along with the power of attorney.
- › Submitting the judicial decision if the matter is related to a minor.
- › A letter from the competent authority if the debt is to a legal person or the attendance of the legal person's representative with proof of his/her capacity.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Debt (Payments)

Service Description

Authenticating a document that includes an acknowledgment of a due amount of money owed by the debtor to another person (Creditor) which s/ he is obligated to pay in prescribed payments of different amounts agreed by both parties.



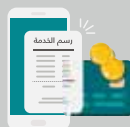
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related) along with the power of attorney.
- › Submitting the judicial decision if the matter is related to a minor.
- › A letter from the competent authority if the debt is to a legal person or the attendance of the legal person's representative with proof of his/her capacity.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Debt (With a Set Date)

Service Description

Authenticating a document that includes an acknowledgment of a due amount of money owed by the debtor to another person (Creditor) which s/he is obligated to pay on the date agreed by both parties.



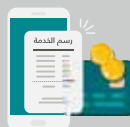
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting the Decree of Distribution (if the matter is inheritance-related) along with the power of attorney.
- › Submitting the judicial decision if the matter is related to a minor.
- › A letter from the competent authority if the debt is to a legal person or the attendance of the legal person's representative with proof of his/her capacity.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Receiving a Right / Clearance from Liability

Service Description

Authenticating a document that includes an acknowledgment from the financial right owner (Creditor) stipulates the receipt of his/her right, or releasing the debtor therefrom, which results in cancellation of the document proving such financial right.



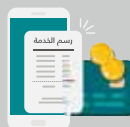
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Acknowledgment to be canceled.
- › Submitting the Decree of Distribution (if the matter is inheritance-related) along with
- › the power of attorney.
Submitting the judicial decision if the matter is related to a minor.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Non-Employment

Service Description

Authenticating a document in which the concerned party acknowledges that s/he is not working for any government or private entity and that s/he bears the responsibility resulting from his/her acknowledgment.



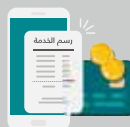
Documents and papers

- › Valid identity documents.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › A letter from the Ministry of Labour.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Accommodation

Service Description

Authenticating a document in which the concerned party acknowledges that the second party is living with him.



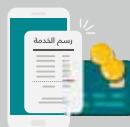
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The ownership of the accommodation or the lease agreement.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Pledge to Bear the Costs of a Worker

Service Description

Authenticating a document in which the concerned party pledges to bear the costs of a foreign worker who will be recruited by another person.



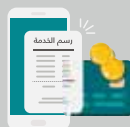
Documents and papers

- › Valid identity documents.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting a copy of the worker's passport that will be recruited if the worker is specified.



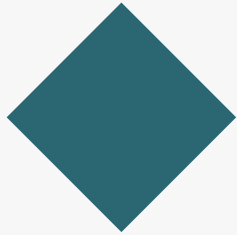
Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5



Personal Status



Marriage Certificate

Service Description

Issuing a marriage certificate which took place inside the Sultanate of Oman in accordance with Sharia and Law



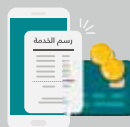
Documents and papers

- › Valid identity documents for the husband and wife.
- › Valid identity documents for the witnesses, marriage official, and guardian.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The Decree of Distribution (along with the letter appointing the guardian authenticated by His Excellency the Wali).
- › Judicial decision (in the event of permission for marriage).



Service Operation Procedures

- › Personal attendance of the husband, wife, and guardian to the department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Marriage document for Omani-foreign marriage

Service Description

Issuing a document for a marriage that properly occurred outside the Sultanate of Oman according to law and Sharia.



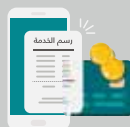
Documents and papers

- › Spouses' valid ID documents.
- › Valid ID documents for both witnesses, registrar, and guardian.
- › Phone numbers registered and updated before the ROP to be used in the e-documentation using (OTP).
- › A court ruling with a writ of execution if there is a ruling that proves marriage or lineage verification.
- › Death certificate approved by the embassy of the foreign country and Oman's Foreign Ministry if the father is deceased.
- › Personal attendance of the guardian, or providing authorization or approval of his side attested by the embassy and Oman's Foreign Ministry
- › Approval of the foreign party's country embassy.
- › If there is a marriage contract issued from the foreign party's country signed by both parties and approved by the embassy and Oman's Foreign Ministry, the personal attendance of the guardian and registrar and the embassy approval shall not be required.
- › A work acknowledgment for the Omani party issued by the concerned authority (Ministry of Labour)



Service Operation Procedures

- › Applying through the Supreme Judicial Council's portal/ E-services/ Notary Public System (TAWTHEQ) and paying the fees thereof.
- › Review the application and get updated about its status through text messages.
- › Personal attendance to the department by the concerned parties.
- › Verifying data in the parties' presence.
- › The notary public issues the document electronically.



Service Fee

OMR 5

Divorce Certificate

Service Description

Issuing a divorce certificate in accordance with Sharia and Law.



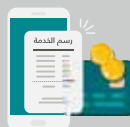
Documents and papers

- › Valid ID documents for spouses.
- › Valid ID documents for both witnesses.
- › Phone numbers registered and updated before the ROP to be used in the e-documentation using (OTP).
- › Marriage certificate.
- › Reconciliation report of the Conciliation and Reconciliation Committee in the event that the divorce happened before the committee appended with the writ of execution.
- › The Court ruling appended with the writ of execution in the event that the divorce took place judicially.
- › Letter from the execution judge.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Certificate of Proofing of Widowhood

Service Description

Issuing a certificate of proof of widowhood provided that their marriage relationship has been established before death.



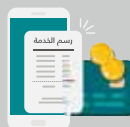
Documents and papers

- › Valid ID document.
- › Husband/ wife's death certificate.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The mandated will for the deceased husband of the widow.



Service Operation Procedures

- › The personal attendance of the widow to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Marriage (Guardian)

Service Description

Authenticating a document by which the woman's guardian appoints another person to carry out her marriage (his daughter or anyone who has guardianship over her).



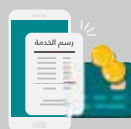
Documents and papers

- › Valid identity documents for both parties.
- › The woman's identity documents.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Marriage (Fiancé)

Service Description

Authenticating a document by which the man (fiancé) appoints another person to complete his marriage procedures.



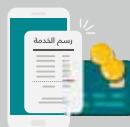
Documents and papers

- › Valid identity documents for both parties.
- › ID document of the fiancée (if named).
- › Judicial decision (if the grantor is a legal guardian).
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Marriage (Fiancée)

Service Description

Authenticating a document by which the woman (fiancée) appoints another person to complete her marriage procedures.



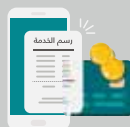
Documents and papers

- › Valid identity documents for both parties.
- › ID document of the fiancé (if named).
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Divorce

Service Description

Authenticating a document by which the man appoints another person to divorce him from his wife.



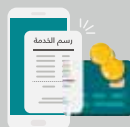
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Marriage certificate.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Power of Attorney for Finalizing children's Transactions and Accompanying Them

Service Description

Authenticating a document by which the guardian appoints another person to finalize his/her children's transactions or accompany them and travel with them across the land or air borders.



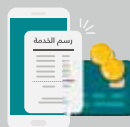
Documents and papers

- › Valid identity documents for both parties.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Passports of the children.
- › Birth certificates of the children.
- › Power of attorney (if it was via power of attorney).



Service Operation Procedures

- › The personal attendance of the first party (Grantor) to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of the Continuity of Marriage

Service Description

Authenticating a document in which the husband and wife acknowledge that their marriage relationship still exists and that their marriage bond has not been annulled from the date of their marriage till the acknowledgment date.



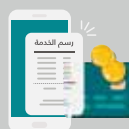
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The marriage contract.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Deferred Dowry

Service Description

Authenticating a document in which the husband acknowledges an amount of money for his wife which shall be due upon the termination of marriage.



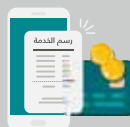
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The marriage contract.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Non-Marriage

Service Description

Authenticating a document in which the concerned party acknowledges that s/he has never been married or has not married after the death or separation of a previous spouse.



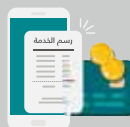
Documents and papers

- › Valid identity documents.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Provide a social status proof (divorce/ widowhood certificate of the woman in case of husband's divorce/ death – and death certificate/ mandated will of the man in case of wife's divorce/ death).
- › Death certificate/ mandated will in case of woman's guardian's death.



Service Operation Procedures

- › Personal attendance of the first party (grantor) and both witnesses to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Acknowledgment of Taking the Wife Back (Divorce Revoking)

Service Description

Authenticating a document in which the divorced husband acknowledges that he has taken back his wife into his bond after a revocable divorce.



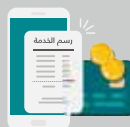
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › A certificate of revocable divorce.
- › The taking back of the wife shall be during the prescribed waiting period stipulated by the Personal Status Law.



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Pledge to Bear the Costs of a Marriage

Service Description

Authenticating a document in which the concerned party pledges to bear the costs of another person's marriage.



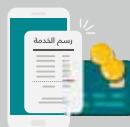
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › Submitting a copy of the woman's passport that intended to be married (if the woman is specified).



Service Operation Procedures

- › Personal attendance of the first party (grantor) and both witnesses to the Department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Pledge to Bear the Expenses of Others

Service Description

Authenticating a document in which the concerned party pledges to bear the expenses of another person.



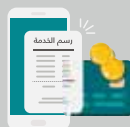
Documents and papers

- › Valid identity documents for both parties.
- › Valid identity documents for both witnesses.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).



Service Operation Procedures

- › The personal attendance of the parties to the Department along with both witnesses.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.

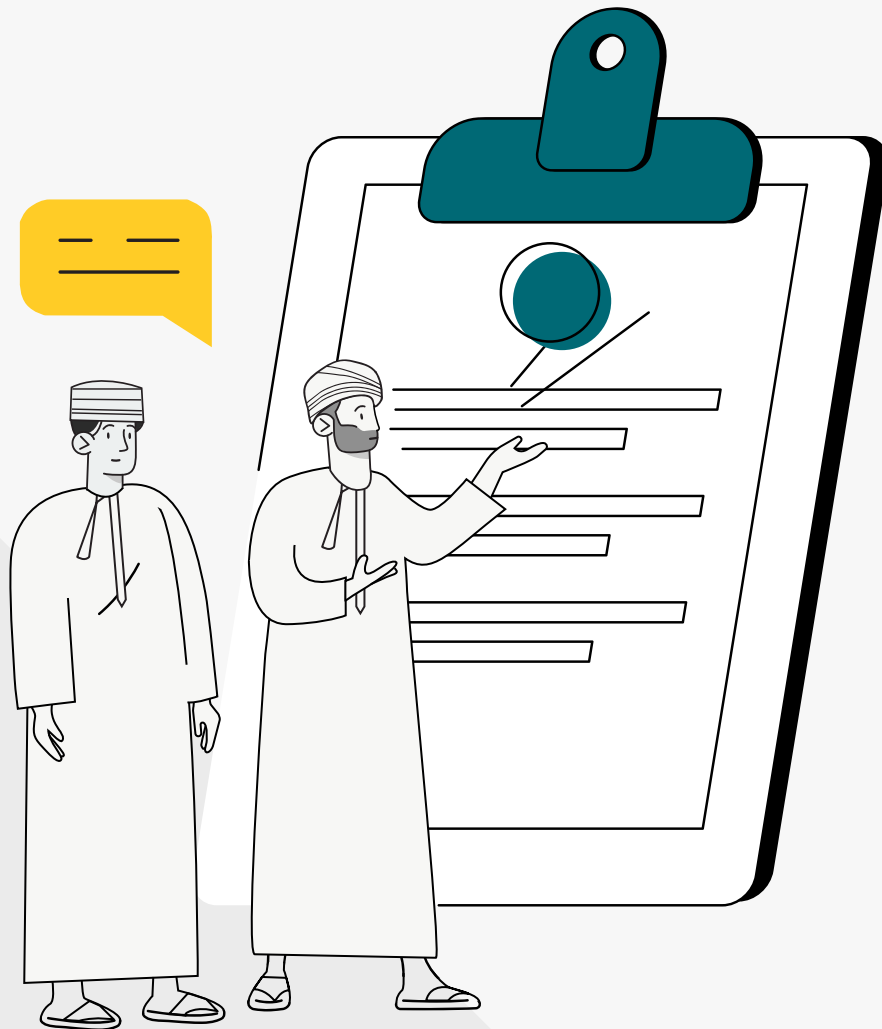


Service Fee

OMR 5



Other Applications



Application for a True Copy

Service Description

A written application submitted by one party to obtain a true copy of the original of the lost or damaged document from the original document kept in the Department.



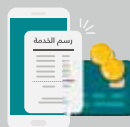
Documents and papers

- › Valid identity documents for the applicant.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The Decree of Distribution or death certificate in the event of the concerned party's death.
- › A copy of the lost or corrupted document, its number, or date.
- › The original power of attorney if the applicant is the attorney for one of the concerned parties.



Service Operation Procedures

- › The personal attendance of the applicant to the department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Certificate of Record

Service Description

A written request submitted by either party or a concerned party to issue a certificate based on the Department's records that has been previously issued.



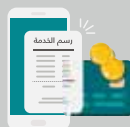
Documents and papers

- › Valid identity documents for the applicant.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The Decree of Distribution or death certificate in the event of the concerned party's death.
- › A copy of the lost or corrupted document, its number, or date.
- › The original power of attorney if the applicant is the attorney for one of the concerned parties.



Service Operation Procedures

- › The personal attendance of the applicant to the department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5

Placing the Writ of Executive

Service Description

A written application submitted by the creditor to place the writ of executive stamp on the due debt document which the debtor has not paid to submit to the Execution Judge at the Court.



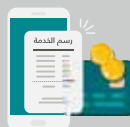
Documents and papers

- › Valid identity documents for the applicant.
- › An updated and registered phone number with Royal Oman Police to use for the electronic authentication via (OTP).
- › The original debt document.
- › The Decree of Distribution or death certificate in the event of the concerned party's death.
- › The original power of attorney if the applicant is the attorney for the concerned party.



Service Operation Procedures

- › The personal attendance of the applicant to the department.
- › Filling Data and fee collection.
- › The notary public shall append the original document to the writ of execution (electronically).



Service Fee

OMR 5

Additional Copy

Service Description

A written application submitted by one party to the transaction to issue an additional copy of the transaction executed on the same day.



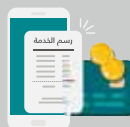
Documents and papers

- › The application shall be submitted at the same time of issuing the transaction.



Service Operation Procedures

- › The personal attendance of the parties to the transaction to the department.
- › Filling Data and fee collection.
- › The notary public shall issue the document electronically.



Service Fee

OMR 5



Your Destination to Easily Complete All of Your Transactions