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**Ministry of Justice, Islamic Affairs and Waqf**

**Decision No. (62) of 2023 regarding the Provision of Acts of Notarization and Certification of Documents at the Missions of the Kingdom of Bahrain Abroad**

Minister of Justice, Islamic Affairs and Waqf:

Having reviewed Legislative Decree No. (14) of 1971 regarding Notarization, as amended by the Legislative Decree No. (37) of 2017;

Guardianship of Property Law, promulgated by Legislative Decree No. (7) of 1986;

Evidence in Civil and Commercial Matters Law promulgated by Legislative Decree No. (14) of 1996, as amended;

Law No. (37) of 2009 regarding the Diplomatic and Consular Corps, as amended by Law No. (20) of 2014;

Law No. (16) of 2014 regarding the Protection of State Information and Documents;

Electronic Communications and Transactions Law promulgated by Law No. (54) of 2018, amended by Law No. (29) of 2021, in particular Article (18) thereof;

Decision No. (1) of 1971 of the implementing regulations of Law No. (14) of 1971 regarding the Notarization, as amended by Decision No. (9) of 2009;

Decision No. (36) of 2018 regulating the Technical Requirements for Sending, Receiving and Updating the Electronic Records and Signatures of the Public Entities;

And Decision No (57) of 2019 regarding the Notarization and Certification of Documents Using the Electronic Means;

And after coordination with the Minister of Foreign Affairs;

And upon the submission of the Undersecretary of the Ministry of Justice, Islamic Affairs and Waqf,

**Hereby Decides:**

**Article (1)**

In applying the provisions of this Decision, the words and expressions contained therein shall have the meanings assigned to them below, unless the context requires otherwise:

Directorate: Notarization Directorate at the Ministry of Justice, Islamic Affairs and Waqf.

Mission: The diplomatic or consular mission of the Kingdom of Bahrain abroad.

Mission Member: Member of the Diplomatic and Consular Corps and staff working in Diplomatic and Consular Representation Missions.

Electronic system: The approved system for electronic notarization information at the Notarization Directorate.

**Article (2)**

The provisions of this decision shall apply to the services of the Directorate provided by the missions of the Kingdom of Bahrain abroad, which are notarized or certified through the approved electronic system at the Notarization Directorate.

**Article (3)**

Requests for notarization acts shall be submitted through the approved methods at the Notarization Directorate by Bahraini nationals, residents in the Kingdom of Bahrain and foreign service seekers after fulfilling the required documents. The Directorate shall then verify the documents, record the transaction and instruct the service seeker to pay the prescribed fee in accordance with the law. Afterward, the Directorate shall schedule the transaction and notify the service seeker of the designated date through the approved electronic means.

**Article (4)**

Notarization acts shall be submitted and approved - as the case may be - in each mission of the Kingdom of Bahrain abroad through the electronic system, provided that the mission headquarters is equipped with the necessary tools to use the electronic system.

**Article (5)**

Mission members shall be authorized to provide administrative support services while the notary or documentarian is performing the notarization or certification acts.

**Article (6)**

The mission member shall - on the date specified for the provision of the service - carry out the following procedures:

1- Verify the identity of the service seeker in accordance with the law and regulations regulating the notarization acts.

2- Present the identification document or passport - for him and for the service seeker - to the notary or documentarian through the electronic system used for the service.

3- Sign the transaction after completing the notarization procedures.

**Article (7)**

Those concerned shall be allowed to receive a copy of the transaction through the approved electronic means or in person at the Notarization Directorate or the mission's headquarters, as the case may be.

**Article (8)**

The Notarization Directorate, in coordination with the Consular Services Sector at the Ministry of Foreign Affairs, is required to keep an electronic record showing the number of transactions, the name of the mission member who signed the transaction after completing the notarization procedures, and the details of the service seekers and the subject matter of the transactions.

**Article (9)**

The Undersecretary of the Ministry of Justice and Islamic Affairs and the concerned - each within his jurisdiction- shall implement the provisions of this Decision, and it shall come into force after the lapse of two weeks following the date of its publication in the Official Gazette.

**Minister of Justice, Islamic Affairs and Waqf**

**Nawaf bin Mohammed Al-Maawda**

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