

UNITED ARAB EMIRATES
MINISTRY OF JUSTICE



الإمارات العربية المتحدة
وزارة العدل

Online User Manual For Unified Gate

Version 1.0

For any technical assistance, please register a support request through the link:

<https://www.moj.gov.ae/ar/services/helpdesk>

1. Login:

- At the login screen, users can login the system by entering their unique UAE PASS, which is approved for all citizens, residents and visitors.
- Or, users can log in to the system by entering their registered e-mail and password.

Unified Gate For Electronic Services
Please Login Here

Get Started with Unified Gate

Email

Password

Remember Me [Forgot Password](#)

Login

[Forgot Registered E-Mail? Click Me](#)
[Not registered yet? Register now](#)

Get Started with UAE PASS

Sign in with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

1.1 Online User Registration:

- Users are able to register their account by creating an account by signing in through their unique UAE PASS or by clicking on "Register Now" and entering their unique email address. A screen will appear to enter the required registration data: the type of applicant (expatriate, resident), ID number, full name, mobile phone number and e-mail address.

Online User Registration:

Required Fields *

Get Started with UAE PASS

Sign up with UAE PASS

A single trusted digital identity for all citizens, residents and visitors.

OR

Get Started With Unified Gate

- The Federal Authority for Identity and Nationality (ICA)
- Citizens, Residents and Visitors able to register with Unified Gate System
- If Citizens or Residents must need a valid Emirates ID, Mobile Number, Email Id and Full Name to register in Unified Gate System
- Emirates ID, Mobile Number and Full Name must be same as ICA registered data (Refer to your Emirates ID)
- Enter the Full Name, Emirates ID, Mobile Number and Email Id then invoke the Validate button
- System validate the entered data against ICA registered data
- Validation is success then fill all the details in the below form and Submit for the OTP validation from Unified Gate
- If Visitors must need valid Unified Number, Mobile Number, Email Id and Full Name to register in Unified Gate System
- Unified Number, Mobile Number and Full Name must be same as ICA/MOI registered data
- Enter the Full Name, Unified Number, Mobile Number and Email Id then invoke the Validate button
- System validate the entered data against ICA/MOI registered data
- Validation is success then fill all the details in the below form and Submit for the OTP validation from Unified Gate
- OTP validation to Email ID
- OTP validation to Mobile Number

User Type *
 Citizen / Resident Visitor

National ID * (ex: 784xxxxxxxxxxxx) Full Name English(As per Natinal Id) *

Mobile * Example: 05xxxxxxxx Email *

Continue Clear

1.2 . Forgot Registered Email:

- If users forgot their email, they can retrieve their email by clicking on the "Forgot your email?" button. Then users need to fill in their ID and mobile phone number to retrieve their registered email address.

Forgot Registered E-Mail Id:

To recover your registered E-Mail Id from Unified Gate System, your registered National Id and Mobile Number is mandatory. If you don't have this information with you then please contact Ministry Of Justice to recover your registered E-Mail Id. If you have this information with you then provide the details below and follow the instructions

National ID * (ex: 784xxxxxxxxxxxx) Mobile * Example: 05xxxxxxxx

OK

1.3. Forgot Password:

- Users are able to retrieve their passwords through the “Forgot Password” button. Once clicked on that, users must enter their registered email and users will receive a One Time Password (OTP) to their Mobile Number registered during the registration process.
- Users must then enter the received OTP and new password. If the process is successful, users can access their account with the new password and will receive a notification that they have changed their password.

Forgot Password:

To reset your password enter the username you use to sign in to system and press Ok.You can request for a One Time Password to change password with us.You will receive a One Time Password(OTP) to your Mobile Number you registered during the registration process.Enter recieved OTP and new password.If the process is success you can access your account with the new password and will recieve a notification that you have changed your password.

Email



2. Home Page Menu:

The main screen of the system consists of the following parts, as listed below:

- Dashboard
- Our Services
- Edit Profile
- My Favorites
- Change Password

There is also a set of options at the top of the screen:

- Log out.
- Control settings.
- User's Guide.
- Change the language.
- User Profile.
- Return to the home page.

3. Dashboard:

- The dashboard page consists of statistics on the total requests made by the user, the number of requests being under processed, the number of approved requests, and the number of rejected requests. Users can search for their requests through the number, status and service they requested from the Ministry of Justice.

The dashboard features a navigation bar with the following items: EXPLORE THE MENU, DASHBOARD, OUR SERVICES, EDIT PROFILE, MY FAVORITES, and CHANGE PASSWORD. Below the navigation bar, the title "Dashboard" is displayed. The main content area contains four summary cards: "Under Processing" with a value of 130, "Approved" with a value of 30, "Rejected" with a value of 4, and "Total" with a value of 164. Below these cards is a search section with three dropdown menus: "Application No.", "Status" (with "-- Select --" as the current selection), and "App Source" (with "-- Select --" as the current selection). There are "Search" and "Clear" buttons, and a "10r" button on the right. Below the search section is a table with the following columns: #, App Source, Application No., Application Date, Status, Center, Service, and Amount. The table contains four rows of data, all with a status of "Under Processing".

#	App Source	Application No.	Application Date	Status	Center	Service	Amount
1	Tawtheeqat	To1000561060121	05/01/2021	Under Processing	SHARJA SHARIAA COURT	Permission to engage in trade	200.00
2	Tawtheeqat	To1000617080121	05/01/2021	Under Processing	Ajman Legal Court	Permission to engage in trade	200.00
3	Tawtheeqat	To1000618060121	05/01/2021	Under Processing	Fujairah Legal Court	Permission to engage in trade	200.00
4	Tawtheeqat	To1003983100719	10/07/2019	Under Processing	Abu Dhabi Court - MOJ	Permission to engage in trade	200.00

4. Our Services:

- The list of services allows the user to choose between the various services provided by the Ministry of Justice, from personal status services, to legal professional services, to notary services and attestations.

4.1. Personal Status Services:

When applying for a service, each service redirects users to the service owner, such as a website for documentation, marriage, minors' affairs. Users can also make one of the services a favorite through clicking on the heart icon, which gives users easier access to the service.

EXPLORE THE MENU | DASHBOARD | OUR SERVICES | EDIT PROFILE | MY FAVORITES | CHANGE PASSWORD

Our Services

CASES REGISTRATION SERVICES | **PERSONAL STATUS SERVICES** | LEGAL PROFESSIONS SERVICES | NOTARY PUBLIC AND ATTESTATION SERVICES | OTHER SERVICES

Find data by a key word Clear

Personal Status Services

- Request for marriage permission Apply >>
- Request to advertise Islam Apply >>
- Application of affidavits and authentication Apply >>
- Request for Marriage Contract Apply >>
- Applications of monies of minors, incapacitated and absent persons Apply >>
- Request for Custody Accounting Apply >>

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4.2. Legal Professional Services:

- In this section, users can apply to one of the services shown below, and each service will redirect the user to the appropriate Ministry of Justice website for that particular service. Users can also make one of the services a favorite through clicking on the heart icon, which gives users easier access to the service.

EXPLORE THE MENU | DASHBOARD | OUR SERVICES | EDIT PROFILE | MY FAVORITES | CHANGE PASSWORD

Our Services

CASES REGISTRATION SERVICES | PERSONAL STATUS SERVICES | **LEGAL PROFESSIONS SERVICES** | NOTARY PUBLIC AND ATTESTATION SERVICES | OTHER SERVICES

Find data by a key word

Legal Professions Services

Lawyer services <input type="button" value="Apply >>"/>	Request to renew the registration of a lawyer <input type="button" value="Apply >>"/>	Request Permission to plead in a particular case <input type="button" value="Apply >>"/>	Registration of a trainee lawyer <input type="button" value="Apply >>"/>
Application for extension of practical training <input type="button" value="Apply >>"/>	Request to postpone the training period <input type="button" value="Apply >>"/>	Request to change the law firm for training <input type="button" value="Apply >>"/>	Request to transfer the registration of a lawyer's representative <input type="button" value="Apply >>"/>

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4.3. Notary Public and Attestation Services:

- In this section, users can apply to one of the services shown below that pertain to public notaries and attestations, and each service will redirect users to the appropriate Ministry of Justice website for that particular service. Users can also make one of the services a favorite through clicking on the heart icon, which gives users easier access to the service.

EXPLORE THE MENU | DASHBOARD | OUR SERVICES | EDIT PROFILE | MY FAVORITES | CHANGE PASSWORD

Our Services

CASES REGISTRATION SERVICES | PERSONAL STATUS SERVICES | LEGAL PROFESSIONS SERVICES | **NOTARY PUBLIC AND ATTESTATION SERVICES** | OTHER SERVICES

Find data by a key word Clear

Notary Public And Attestation Services

Request of executive status on deeds Request of executive status on deeds Apply >>	Attestation of Official Deeds Attestation of Official Deeds Apply >>	Cancellation of contracts and deeds Cancellation of contracts and deeds Apply >>	Writing and authentication of contracts and deeds Writing and authentication of contracts and deeds Apply >>
Suspension of the license of the private notary Suspension of the license of the private notary Apply >>	Registration of Private Notary Registration of Private Notary Apply >>	Test 1 Test 1 Apply >>	complain against the lawyer complain against the lawyer Apply >>

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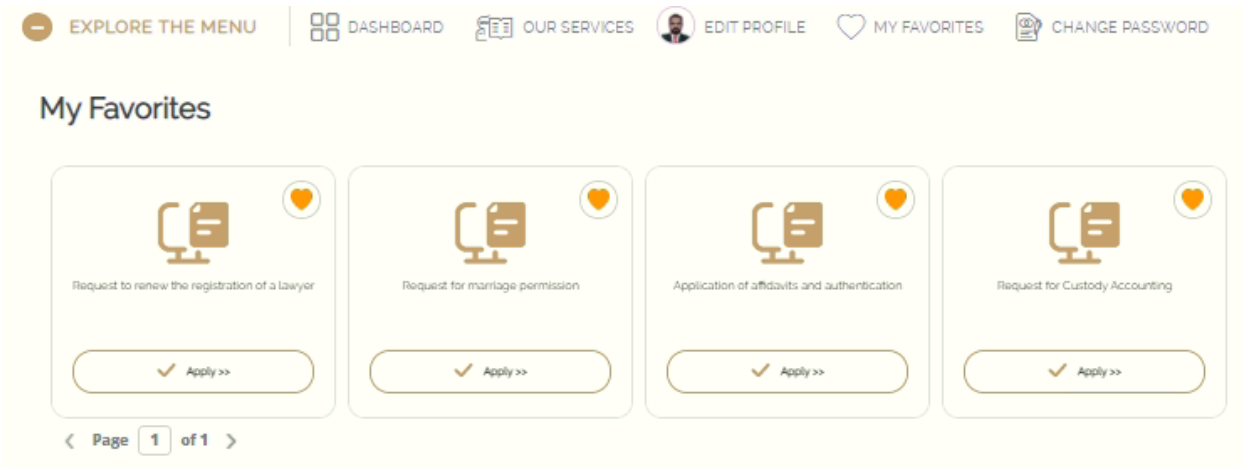
5. Personal Status Services

- The Personal Status Section allows users to view their profile and edit the address, phone number, language and communication channel. When users are editing and / or adding personal information, the user must click on “Save” to confirm the changes.

The screenshot displays the user interface for the Personal Status Services section. At the top, a navigation bar includes links for 'EXPLORE THE MENU', 'DASHBOARD', 'OUR SERVICES', 'EDIT PROFILE', 'MY FAVORITES', and 'CHANGE PASSWORD'. Below this, the 'Our Services' section features five categories: 'CASES REGISTRATION SERVICES', 'PERSONAL STATUS SERVICES' (which is highlighted), 'LEGAL PROFESSIONS SERVICES', 'NOTARY PUBLIC AND ATTESTATION SERVICES', and 'OTHER SERVICES'. A search bar with the placeholder text 'Find data by a key word' and a 'Clear' button is positioned above the service cards. The 'Personal Status Services' section contains six service cards, each with an icon of a person and a globe, a title, and an 'Apply >>' button. The services listed are: 'Request for marriage permission', 'Request to advertise Islam', 'Application of affidavits and authentication', 'Request for Marriage Contract', 'Applications of monies of minors, incapacitated and absent persons', and 'Request for Custody Accounting'. At the bottom left, a pagination indicator shows 'Page 1 of 1'.

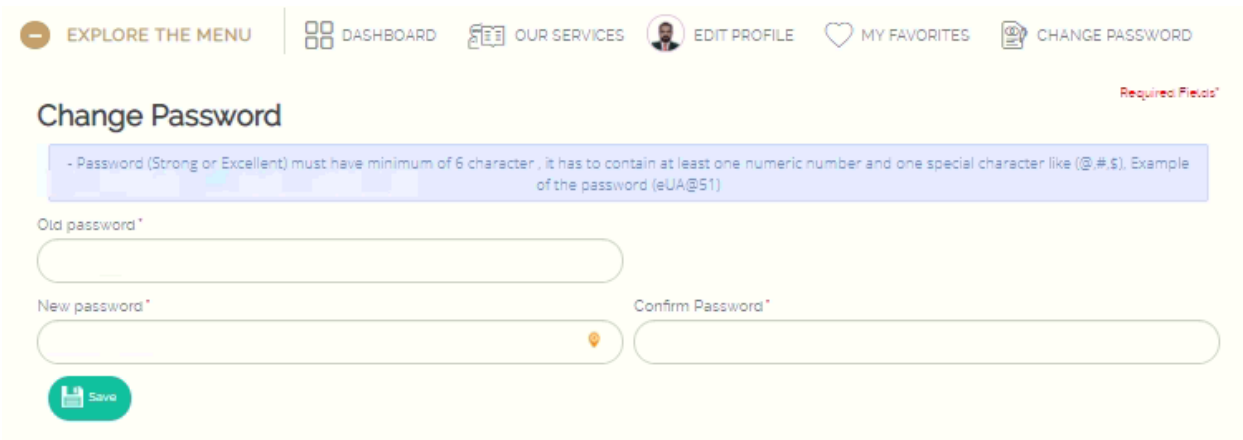
6. My Favorites:

- In the favorites section, users will access all the services they prefer within the site. Users may apply for services from this section of any section it may be and the user will be redirected to the correct website accordingly.



7. Change the password:

- In the change password section, users can change their password by entering the old password, the new password, and confirming the new password. To confirm the changes, users must click on Save.



End of The Document