Aequitas Cotroceni
PROFESSIONAL NOTARIAL FIRM
Romania · National Union of Notaries Public

Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Issue of a duplicate notarial deed

Documents required to prepare the notarial file

01 The applicant's identity document.

02 The deed's number and date, the notary who drew it up, or an available copy.

03 Documents establishing the applicant's capacity or representation, where applicable.

PLEASE NOTE

The request is handled by the notary whose archive holds the original. For deeds held in another archive, we will direct you to its custodian.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

This checklist is for guidance and does not replace the notary public's review of the file.



CCO Building
Bulevardul Eroii Sanitari nr. 1-3
Sector 5, Bucharest

www.aequitas-cotroceni.ro
office@aequitas-cotroceni.ro
021 224 03 50 · 0751 298 800