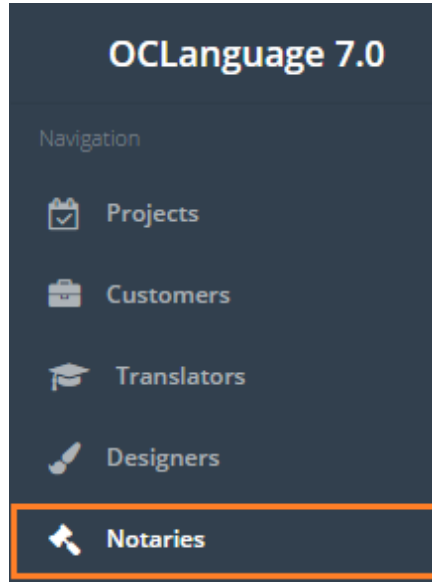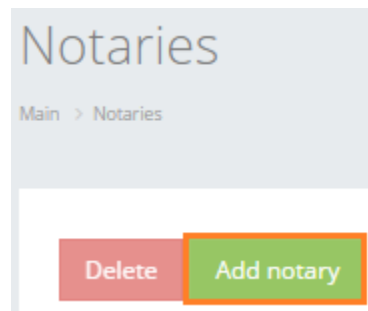## 8.10. How to add notary

In order to add a new notary follow the below steps:

1. In main menu click "Notaries".

2. Click "Add notary".

3. Fill in the details in the fields. Obligatory fields are marked with "*".

Field	Description
Name	Notary's name
Surname	Notary's surname
Address	Notary's address
Additional address	Notary's additional address, if applicable
Contact information	Notary's contact data
Office hours	Office hours of notary

3. Click "Add". The system will save a new record in the translators' table.

Name	John
Surname	Martin
Address	Riga, LV-1006, Skarnu Street 11, office 6
Additional address	
Contact information	T.: +371 26590459
Office hours	9.00 - 18.00

Save