

How to notarize a copy of your document

Locate a notary public and call ahead to see that they can assist. Many banks, UPS Stores, and similar companies can notarize a document – in many cases free of charge.

Bring a copy of your document along with the original and a valid photo ID such as your driver license or passport.

Dependence on the circumstances use one of the methods below:

Method 1:

The notary can certify a copy of a document by writing 'TRUE COPY' and putting a signature, seal, and stamp on the copy itself.

Method 2:

You may also write this statement on the copy of the document.

"I declare this is a true, exact and unaltered photocopy of [document]" Then sign and date this before the notary. The notary will notarize your signature.

Method 3:

If your state does not allow the copy itself to be notarized please print the following statement and attach it to the document being notarized

State of _____
County of _____

On this _____ day of _____, I certify that the preceding or attached document is a true, exact, complete, and unaltered photocopy from the original document of _____, presented to me by the document's owner
_____.

Notary Seal (Signature of Notary)
(Name of Notary Typed, Stamped or Printed)
Notary Public, State of _____ My commission expires _____