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MOBILE NOTARY & APOSTILLE

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How to Complete a Copy Certification by Document Custodian

Certifying a Copy of a Diploma, Transcript, Passport, or Other Document — Ready for Apostille

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR COPY CERTIFICATION.

About this form. Foreign governments, schools, and employers often want a **certified copy** of a document, usually with an **apostille**. In California, a notary cannot simply certify most copies. Instead, the person who keeps the original (the **custodian**) swears under oath that the copy is true and complete, and the notary notarizes that sworn statement. The California Secretary of State accepts this for apostilles. **First Choice handles the notarization and the apostille.**

1. **Check that your document qualifies**
   This works for diplomas, transcripts, passports, IDs, and business or personal documents. It does **not** work for public records — birth, death, and marriage certificates or court records must be certified copies from the agency that issued them.
2. **Make a clear, complete copy**
   Copy every page, front and back if anything is printed on the back. Bring the original to your appointment.
3. **Fill in the description**
   Describe the original exactly: the type of document, whose name it is in, who issued it, and the date. Enter the number of pages.
4. **Sign under oath in front of a notary**
   The custodian — usually the person named on the document — signs under oath. Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to you.
5. **Attach the copy**
   Staple the copy behind the signed statement, followed by the notary's jurat.
6. **Get the apostille**
   For use abroad, the California Secretary of State attaches an apostille. **We can handle it for you — ask when you book.**

Good to Know

- California notaries may certify copies of only a few documents themselves, such as a power of attorney. This form covers the rest.
- Some countries or schools require their own form or a translation. Check with the requesting office first.
- A false statement on this form is perjury. Never alter the copy.

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California-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in California, Nevada, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

COPY CERTIFICATION BY DOCUMENT CUSTODIAN

Sworn Statement That an Attached Copy Is True, Correct, and Complete

State of California)
County of _____) ss.

I, the undersigned document custodian,

_____
(full legal name of custodian)

hereby swear (or affirm) that the attached reproduction of

_____
(description of the original document, e.g., “Bachelor of Science diploma issued to Jane Doe by UC Davis, June 2018”)

_____ _____
(number of pages attached) (date of original document, if known)

is a **true, correct, and complete photocopy** of a document in my possession. I have compared the attached copy with the original, and the copy has not been altered in any way.

Custodian’s relationship to the document (for example, the person named on it, or the official or business that keeps it):

_____
(relationship / title)

_____ _____
(custodian’s address) (phone)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

_____ _____
(signature of document custodian) (printed name)

Staple the copy behind this page. Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

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JURAT

For use abroad, an apostille from the California Secretary of State may be attached after notarization.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ , 20 _____

by _____

(name(s) of signer(s))

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal)

Signature _____