FIRST CHOICE
MOBILE NOTARY & APOSTILLE

(866) 828-6856
Book an Appointment Online
www.firstchoicemobilenotary.com

How to Complete a Certificate of Incumbency

Proving Who Runs Your Company and Who May Sign for It

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR CERTIFICATE OF INCUMBENCY.

About this form. A **Certificate of Incumbency** lists a company's current officers, directors, managers, or members, their titles, and their sample signatures. Banks ask for one to open accounts or approve signers, and foreign banks, governments, and business partners often require it **notarized and apostilled**. **First Choice handles both the notarization and the California apostille.**

1. **Fill in the company details**
   Use the exact legal name and entity number from the California Secretary of State's records, the state of formation, and the principal office address. Mark the entity type.
2. **Choose who certifies**
   Usually the corporate Secretary signs; for an LLC, a manager or managing member. Enter that person's name and title.
3. **List the current officers or managers**
   Enter each person's full name and title exactly as in the company's records. Each person signs their own specimen signature.
4. **Note any limits on authority**
   If anyone's signing authority is limited (for example, checks over a certain amount need two signers), describe it.
5. **The certifier signs in front of a notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. We come to your office.
6. **Get the apostille if it is going abroad**
   The California Secretary of State attaches an apostille after notarization. Some countries also want an apostilled certified copy of the company's Articles. **Ask us — we handle both.**

Good to Know

- Banks often want the certificate dated within the last 30 to 90 days. Sign a fresh one when officers change.
- The listed officers should match the company's most recent Statement of Information on file with the Secretary of State.
- Pair it with a Company Resolution when the bank also needs proof of what each signer is authorized to do.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices • Available Anytime
Mobile notary and apostille services.

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**

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed California attorney. © 2027 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

YOUR FORM BEGINS ON THE NEXT PAGE

CERTIFICATE OF INCUMBENCY

Officers, Directors, Managers, or Members and Their Signatures

THE COMPANY

_____ _____

(exact legal name of company) (entity / file number)

_____ _____

(state of formation) (principal office address)

Entity type: ☐ Corporation ☐ LLC – member-managed ☐ LLC – manager-managed ☐ Other: _____

I, the undersigned, certify that I am the duly elected or appointed

_____ _____

(my title, e.g., Secretary, Manager, Managing Member) (my full name)

of the company named above, that I have access to its official records, and that the following persons are, as of the date below, the duly elected or appointed and currently serving officers, directors, managers, or members of the company, holding the titles shown, and that the signature shown opposite each name is that person's genuine signature:

Name	Title / position	Specimen signature

© 2027 First Choice Mobile Notary & Apostille • Serving California • (866) 828-6856 • firstchoicemobilenotary.com

Each person listed has the authority granted by the company's articles, bylaws or operating agreement, and resolutions, and that authority has not been revoked or limited except as follows (write "none" if none):

_____

(limits on authority, if any)

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

Dated: _____

_____	_____	_____
(signature of certifying officer, manager, or member)	(printed name)	(title)

Each listed person signs in the specimen signature column. The certifying officer signs in front of the notary public, who will complete the acknowledgment on the next page.

© 2027 First Choice Mobile Notary & Apostille • Serving California • (866) 828-6856 • firstchoicemobilenotary.com

CERTIFICATE OF ACKNOWLEDGMENT

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 _____)

On _____ before me, _____

(here insert name and title of the officer)

personally appeared _____

, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature _____