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How to Complete Your Florida Certificate of Incumbency

Certificate of Incumbency (Florida)

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

About this form. Banks, foreign governments, and business partners use a **certificate of incumbency** to confirm who the current officers, directors, or managers of a company are and who may sign for it. It is frequently apostilled for overseas business.

1. **Fill in the form**
   Enter the company's legal name, Florida document number, and each current officer, director, or manager with title. Each may sign next to his or her name as a specimen signature.
2. **Check the Sunbiz record**
   The names should match the company's most recent annual report on Sunbiz, the Florida Division of Corporations website.
3. **Secretary or authorized officer signs in front of a notary**
   Do not sign ahead of time. Bring a current, government-issued photo ID. The notary completes the acknowledgment.

After It's Signed

- Give the original to the bank or foreign party that requested it.
- For use in another country, the notarized document may need an apostille from the Florida Department of State. We can handle the notarization and the apostille for you.

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Have questions about this document? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Main headquarters: 2315 Capitol Avenue, Sacramento, CA 95816.

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CERTIFICATE OF INCUMBENCY

(Officers, Directors, and Managers)

Legal name of company

Florida document number

Type (corporation, LLC, etc.)

Principal address

The undersigned, being the duly elected or appointed officer of the company named above, certifies that the following persons hold the offices stated below as of the date of this certificate, and that the signature shown next to each name is that person's genuine signature:

Name	Title / office	Specimen signature (sign in ink)

The persons listed above are authorized to sign documents on behalf of the company within the scope of their offices. The company is in active status with the Florida Division of Corporations.

Title of officer signing this certificate

Date

X

Signature of certifying officer

Printed name

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NOTARY ACKNOWLEDGMENT

State of

County of

The foregoing instrument was acknowledged before me by means of

physical presence or

online notarization,

this day of

month

year

by (name of officer signing)

as (type of authority, e.g. officer, trustee, attorney in fact)

for (name of party on whose behalf the instrument was executed)

Personally Known OR

Produced Identification

Type of identification produced

X

Signature of Notary Public

(Notary seal)

Print, type, or stamp commissioned name of Notary Public

Commission number

Commission expires

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