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How to Complete Your Florida Notary Attested Copy

Attested Copy by Notary (Section 117.05(12), Florida Statutes)

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

About this form. A Florida notary may **attest that a copy is true and complete** when the notary makes or supervises the copy, as allowed by section 117.05(12). This form includes the custodian's request and the notary's statutory certificate.

1. **Bring the original document**
   The person who has custody of the original (the custodian) brings it to the notary. The notary makes or supervises the copy.
2. **Check that the document qualifies**
   Florida notaries may not attest copies of vital records, such as birth, death, and marriage certificates, or of public records that an official office can certify. Get those from the issuing agency.
3. **Complete the request**
   The custodian fills in the request, describing the document and the number of pages. Bring a current, government-issued photo ID.

After It's Signed

- The notary attaches the certificate to the copy and returns the original to you.
- Common uses include copies of passports, diplomas, transcripts, contracts, and business records for foreign or school applications.
- 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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NOTARY ATTESTED COPY

(Section 117.05(12), Florida Statutes)

REQUEST BY DOCUMENT CUSTODIAN

Name of custodian

Telephone

Description of the document (title, date, issuer)

Number of pages

I am the custodian of the original document described above. I request that the notary make, or supervise the making of, a copy and attest to it. To the best of my knowledge, the document is neither a vital record nor a public record of which certified copies are available from an official source.

X

Signature of custodian

Printed name

NOTARY'S CERTIFICATE OF ATTESTED COPY

STATE OF FLORIDA

COUNTY OF

On this day of

month

year

I attest that the preceding or attached document is a true, exact, complete, and unaltered photocopy made by me of

(description of document)

presented to me by the document's custodian,

(name of custodian)

and, to the best of my knowledge, that the photocopied document is neither a vital record nor a public record, certified copies of which are available from an official source other than a notary public.

X

Official Notary Signature

(Notary seal)

Name of notary typed, printed, or stamped

Commission number

Commission expires

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