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# How to Get a Certified Copy from a Georgia Notary

Copy certification by notary public

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

**About this form.** A Georgia notary can make and certify a **true copy of an original document that is not a public record**, such as a diploma, transcript, passport, contract, letter or medical record. Universities, foreign governments and agencies often accept a notary-certified copy instead of your original, and it can then be apostilled.

1. **Bring the original**
   The notary must make the copy personally from your original document.
2. **Check it is not a public record**
   Birth, death and marriage certificates, court records and recorded deeds must be certified by the issuing agency.
3. **Notary completes the certificate**
   The notary attaches this certificate to the copy. You do not sign it. Bring a current photo ID.

**Signing requirements:** Completed and signed by the notary public who made the copy.

## After It's Signed

- Diploma or transcript for use abroad? We can certify the copy and obtain the apostille in one appointment.

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**Have questions about certified copies?** To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **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 Georgia attorney. © 2026 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.

# COPY CERTIFICATION BY NOTARY PUBLIC

Certified Copy of a Non-Public Document • State of Georgia

State of Georgia
County of _____

On this _____ day of _____, 20____, I certify that the preceding or attached document is a **true, exact, complete and unaltered photocopy made by me** from the original document described below, which was presented to me by the document's custodian, and that, to the best of my knowledge, the original document is neither a public record nor a publicly recorded document, and a certified copy of it cannot be obtained from the office that issued it.

Description or title of original document

Number of pages

Name of document custodian who presented the original

_____ (Seal)
Signature of notary public

_____
Printed name of notary public

Notary seal

Notary Public, _____ County, Georgia
My commission expires: _____

**Documents a notary cannot certify.** Birth, death and marriage certificates, court records, recorded deeds and other public records must be certified by the agency that keeps them, not by a notary. For those, order a certified copy from the issuing office, or use a document custodian's sworn copy certification where the receiving agency allows it.



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