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How to Complete Your Illinois Copy Certification by Document Custodian

Copy Certification by Document Custodian (sworn before an Illinois notary)

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

About this form. Illinois notaries are not allowed to certify copies. Instead, the person who holds the original document (the "custodian") swears before a notary that the attached photocopy is true and complete. Foreign agencies and schools commonly accept this.

1. **Make the copy**
   Photocopy the original document, such as a passport, diploma, transcript, or contract, and attach the copy to this form.
2. **Fill in the document (Page 1)**
   Describe the original document. Do not use this for birth, death, or marriage certificates or recorded deeds; order certified copies of those from the issuing office.
3. **Swear before a notary (Page 1)**
   The custodian signs under oath before the notary. Bring a current, government-issued photo ID.

After It's Signed

- Staple the signed form to the photocopy. For use in another country, it may need an apostille from the Illinois Secretary of State. We can handle this 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**.

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COPY CERTIFICATION BY DOCUMENT CUSTODIAN

Sworn statement attached to a photocopy (Illinois)

I,

Name of custodian (person who holds the original) | Address

being first duly sworn on oath, state:

1. I am the custodian of the original document described below; it is in my possession or control.

Description of document (title, date, issuing person or agency, number of pages)

2. The attached photocopy is a true, correct, and complete copy of the original document. It has not been altered in any way.

3. The original document is not a public record that can be obtained as a certified copy from a government office, such as a birth, death, or marriage certificate or a recorded deed.

4. I understand that the notary has not compared the copy with the original and certifies only my signature and oath.

Dated

X

Signature of custodian | Printed name

JURAT

STATE OF ILLINOIS)
COUNTY OF) SS.

Signed and sworn to (or affirmed) before me on

(date) | by (name of custodian)

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires

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