FIRST CHOICE
MOBILE NOTARY & APOSTILLE

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

How to Complete Your Michigan Certificate of Incumbency

Certificate of Incumbency (officers and authorized signers)

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

About this form. A certificate of incumbency lists a company's current officers or managers and who may sign for it. Banks and foreign governments often require one, usually notarized and apostilled.

1. **Match the state's records (Page 1)**
   Names and titles should match the company's filings with the Michigan Secretary of State.
2. **Who signs**
   The secretary, a manager, or another authorized officer.
3. **Sign under oath before a notary**
   Do not sign ahead of time. Sign in front of the notary, who will place you under oath. Bring a current, government-issued photo ID.

After It's Signed

- For use abroad, the certificate usually needs an apostille. We can obtain it for you.

Need a Notary? We Come to You.

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

Michigan-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in multiple states. Phone and video consultations are available, wherever you are. **(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 Michigan 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

Name of company

Type of entity (LLC, corporation, other)

State of formation

Michigan SOS file number

EIN (optional)

Principal office address

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

Title (Secretary, Manager, other)

Name

of the company named above, and that the following persons are the duly elected or appointed officers, managers, or directors of the company, hold the offices stated, and are authorized to sign documents on behalf of the company:

Name	Title / office	Since
Name	Title / office	Since
Name	Title / office	Since
Name	Title / office	Since
Name	Title / office	Since

The company is in existence and in good standing, and the foregoing information matches its records and its filings with the Michigan Secretary of State.

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

Date

X

Signature of certifying officer

Printed name

JURAT

STATE OF MICHIGAN)
)
COUNTY OF)

Subscribed and sworn to (or affirmed) before me on

Date

by (name of certifying officer)

X

Notary Public

(Notary seal)

Notary's printed name

Notary public, State of Michigan, County of

Acting in the County of (if different)

Commission expires

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