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How to Complete a Certificate of Incumbency

Proving Who Runs Your Company and Who May Sign

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR NEVADA CERTIFICATE OF INCUMBENCY.

About this form. Banks and foreign authorities ask for a certificate listing a company's officers or managers and their signatures, often notarized and apostilled.

1. **Fill in company details**
   Match Nevada Secretary of State records.
2. **Choose who certifies**
   Secretary or manager.
3. **List current officers**
   Each signs a specimen.
4. **Note limits on authority**
   If any.
5. **Get the apostille if needed**
   The **Nevada Secretary of State** issues apostilles for Nevada-notarized documents. **We handle it — ask when you book.**
6. **Sign before a Nevada notary**
   Do **not** sign ahead of time. Bring a current government-issued photo ID. Our Nevada-commissioned notaries come to you.

Good to Know

- Banks often want it dated within 30–90 days.
- Officers should match the company's annual list filed with the Nevada Secretary of State.
- Pair it with a Company Resolution.

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Nevada-Commissioned Notaries

SCAN TO BOOK

Questions about this document? Talk to an attorney. Gavrilov & Brooks Law Firm has attorneys licensed in Nevada, California, and other states. Phone and video consultations are available. **(916) 504-0529** · **www.gavrilovlaw.com**

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YOUR FORM BEGINS ON THE NEXT PAGE

CERTIFICATE OF INCUMBENCY

Officers, Managers, and Authorized Signers — Nevada

State of Nevada)

County of _____) ss.

_____ _____

(company legal name) (NV business ID / entity no.)

_____ _____

(state of formation) (principal address)

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

_____ _____

(my title) (my name)

of the company, have access to its records, and that the following persons currently hold the titles shown, and the signatures opposite their names are genuine:

Name	Title	Specimen signature

_____

(limits on authority, or “none”)

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Signed on _____ , at _____

(date) (city and state)

_____ _____

(signature of certifying officer or manager) (printed name)

Sign only in front of the notary, who will place you under oath and complete the jurat on the next page.

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JURAT

(Nevada Revised Statutes Section 240.167)

For use abroad, an apostille from the Nevada Secretary of State may be attached after notarization.

State of Nevada)

County of _____)

Signed and sworn to (or affirmed) before me on _____ by
(date)

_____ .
(name(s) of person(s) making statement)

_____
(Signature of notarial officer)

_____
(Title and rank (optional))

(Seal, if any)

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