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How to Complete Your New York Certificate of Incumbency

Certificate of Incumbency — New York

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

About this form. A Certificate of Incumbency identifies a company's **current officers or managers** and shows their specimen signatures. Banks, lenders and foreign authorities use it to confirm who can sign for the company.

1 Fill in your information

Enter your full legal name and address exactly as they appear on your photo ID.

2 Complete each statement

Read every statement carefully and fill in the blanks. Every statement must be true and complete.

3 Sign in front of a notary

Do **not** sign ahead of time. Bring a current government-issued photo ID. The notary will confirm your identity and complete the acknowledgment. **First Choice notaries come to you**, and we offer New York, out-of-state and remote options.

After It's Signed

- Keep a copy for your records and give the original to the person or agency that requested it.
- Need it for use abroad? After a New York notary signs it, the County Clerk where the notary is qualified certifies the notary's signature, then the NYS Department of State issues the apostille. **First Choice handles the whole process.**

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Have questions about this form? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**, 2315 Capitol Avenue, Sacramento, CA 95816. **Attorneys licensed in New York.** Main headquarters in Sacramento, California.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public 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 New York attorney.

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CERTIFICATE OF INCUMBENCY

New York — Officers and Authorized Signers

I, _____, certify that I am the duly elected and acting _____ of _____,

Secretary / Manager / authorized officer

a _____ organized under the laws of _____ (the "Company").

The persons named below are the duly elected or appointed officers, managers or members of the Company, hold the offices shown, and are authorized to sign documents on behalf of the Company. The signatures shown are their genuine signatures.

Name: _____ Title: _____

_____

Specimen signature

Name: _____ Title: _____

_____

Specimen signature

Name: _____ Title: _____

_____

Specimen signature

Name: _____ Title: _____

_____

Specimen signature

_____ _____

Signature of certifying officer Date

_____ _____

Printed name Telephone / email (optional)

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ACKNOWLEDGMENT IN NEW YORK (Real Property Law § 309-a)

State of New York)
) ss.:
County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

_____

Signature and office of individual taking acknowledgment

Notary Public, State of New York; Qualified in _____ County

Registration No. _____; Commission Expires _____

(Notary stamp)

ACKNOWLEDGMENT OUTSIDE NEW YORK (Real Property Law § 309-b)

Use this certificate instead of the New York certificate if the document is signed outside New York State.

State (or District / Country) of _____)
) ss.:
County of _____)

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument, and that such individual made such appearance before the undersigned in _____.

insert the city or other political subdivision and the state or country or other place the acknowledgment was taken

_____

Signature and office of individual taking acknowledgment

(Notary seal or stamp)

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