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How to Complete Your New York Copy Certification by Document Custodian

Copy Certification by Document Custodian — New York

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

About this form. New York notaries are not permitted to certify copies of documents. Instead, the person who holds the original (the "custodian") signs this sworn statement that the attached copy is true and complete, and the notary administers the oath. Schools, foreign governments and agencies commonly accept it for diplomas, transcripts, passports and business records.

1. **Make the copy**
   Make a clear, complete copy of every page of the original document.

2. **Describe the original**
   Enter the document's title, date, number of pages and issuer.

3. **Sign in front of a notary**
   Bring the original, the copy and a current government-issued photo ID. You will swear that the copy is true. Attach the copy to this form.

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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COPY CERTIFICATION BY DOCUMENT CUSTODIAN

New York — Sworn Statement That a Copy Is True and Complete

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

I, _____, being duly sworn, depose and say:

1. I am the custodian, owner or person in lawful possession of the original document described below:

Title / type of document: _____

Date of document: _____ Number of pages: _____

Issued by / signed by: _____

3. I personally compared the attached copy with the original document. The attached copy is a true, exact, complete and unaltered photocopy of the original.

4. The original document is kept at: _____

5. I understand that this certification is made by me, not by the notary public, and that the notary is only administering my oath and verifying my identity.

6. I make this certification for the following purpose:

_____

_____ _____

Signature of document custodian | Date

_____ _____

Printed name | Telephone / email (optional)

Note: Vital records (birth, death and marriage certificates), court records and other public records cannot be certified this way. Request a certified copy from the issuing office instead.

JURAT

Sworn to (or affirmed) and subscribed before me this _____ day of _____, _____,

by _____.

_____

Signature of Notary Public

New York notaries: Qualified in _____ County; Registration No. _____;

Commission Expires _____

(Notary seal or stamp)

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