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How to Complete a Pennsylvania Certificate of Incumbency

Certificate of Incumbency

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 shows their signatures. Banks, foreign partners and governments request it, often with an apostille, to confirm who can sign for the company.

1. **Enter company details**
   Exact legal name, type and state of formation.
2. **List each officer**
   Each person signs the specimen signature line.
3. **Certifying officer signs before a notary**
   Usually the secretary. Bring a current photo ID.

Signing requirements: Signed by the certifying officer before a notary (acknowledgment in a representative capacity).

After It's Signed

- For use abroad, the notarized certificate usually needs an apostille from the Pennsylvania Department of State. We can help.

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Have questions about your Certificate of Incumbency? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **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 Pennsylvania attorney. © 2026 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.

CERTIFICATE OF INCUMBENCY

Commonwealth of Pennsylvania

Name of company | Entity type | State of formation

Entity number or EIN (optional) | Principal office address

I, the undersigned officer, certify that the following persons are the duly elected or appointed and currently serving officers, directors, managers or members of the company, holding the offices stated, and that the signatures shown are their genuine signatures:

Name	Title / office	Specimen signature
		X
		X
		X
		X
		X

I further certify that the persons named above are authorized to sign documents on behalf of the company, and that this certificate is true and correct as of the date below.

X
Signature of certifying officer

Date

Printed name | Title

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ACKNOWLEDGMENT (REPRESENTATIVE CAPACITY)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)) as _____ (type of authority, such as officer or trustee) of _____ (name of party on behalf of whom the record was executed).

X _____
Signature of notarial officer

_____
Title of office (e.g., Notary Public)

_____ _____
My commission expires Commission number

(Notary seal)

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