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How to Complete Your Texas Notary Certified Copy

Certified Copy of a Non-Recordable Document by a Texas Notary

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

About this form. A Texas notary may certify a photocopy of an original document that is **not** a public record and cannot be recorded, such as a passport, diploma, transcript, or contract. Foreign agencies often ask for certified copies.

1. **Bring the original**
   The notary must see the original document and make or compare the copy.
2. **What cannot be certified**
   A notary cannot certify copies of public records such as birth, death, or marriage certificates, or recorded deeds. Get those from the issuing agency.
3. **The notary completes the certificate**
   The notary attaches this certificate to the copy and signs and seals it.

After It's Signed

- For foreign use, a certified copy may need an apostille from the Texas Secretary of State. We can obtain it for you.

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

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NOTARY CERTIFIED COPY

(Texas Government Code Section 406.016)

This certificate is attached to a photocopy of the document described below. The document is **not** a public record and is not a document that can be recorded in the public records.

Description of document (title, date, number of pages)

Name of person who presented the original

Date presented

NOTARY'S CERTIFICATE OF COPY

STATE OF TEXAS §

COUNTY OF §

I, the undersigned Notary Public in and for the State of Texas, certify that the attached photocopy of the document described above is a true, correct, and complete copy of the original document, which was presented to me by the person named above. I made, or supervised the making of, the photocopy, and I compared it with the original. I further certify that the original is not a public record and is not a publicly recordable document.

Date of certification

X

Notary Public, State of Texas

(Notary seal)

Notary's printed name

Notary ID number

My commission expires

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