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# How to Complete Your Washington Certificate of Incumbency

Certificate of Incumbency (officers and authorized signers)

**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 who may sign for it. Banks and foreign governments often require one, usually notarized and apostilled.

1. **Match the state's records (Page 1)**
   Names and titles should match the company's filings with the Washington Secretary of State.
2. **Who signs**
   The secretary, a manager, or another authorized officer.
3. **Sign under oath before a notary**
   Do not sign ahead of time. Sign in front of the notary, who will place you under oath. Bring a current, government-issued photo ID.

## After It's Signed

- For use abroad, the certificate usually needs an apostille. We can obtain it for you.


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**Washington-Commissioned Notaries**

SCAN TO BOOK

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



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**YOUR FORM BEGINS ON THE NEXT PAGE**

# CERTIFICATE OF INCUMBENCY

Name of company

Type of entity (LLC, corporation, other)

State of formation

Washington SOS file number

EIN (optional)

Principal office address

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

Title (Secretary, Manager, other)

Name

of the company named above, and that the following persons are the duly elected or appointed officers, managers, or directors of the company, hold the offices stated, and are authorized to sign documents on behalf of the company:

| Name | Title / office | Since |
|---|---|---|
| Name | Title / office | Since |
| Name | Title / office | Since |
| Name | Title / office | Since |
| Name | Title / office | Since |

The company is in existence and in good standing, and the foregoing information matches its records and its filings with the Washington Secretary of State.



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Date

X

Signature of certifying officer

Printed name

**JURAT**

**STATE OF WASHINGTON )**
**) ss.**
**COUNTY OF ) **

Subscribed and sworn to (or affirmed) before me on

Date | by (name of certifying officer)

X

Notary Public

(Notary seal)

Notary's printed name

Title (Notary Public, State of Washington) | My commission expires



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