

COPY CERTIFICATION BY DOCUMENT CUSTODIAN

Utilized for those requesting "certified" photocopies of documents. The person signs a statement to attest that the copy presented is a true copy of the original, then their signature can be notarized.

In this manner, the signer is certifying the copy; the notary is only providing notarization of the signature. In Ohio, the notary cannot directly certify a copy themselves!

You must ask the signer what type of notarization they want, then attach the appropriate loose or ink stamp certificate. On the example copy certification document shown, you would cross out whichever wording you are not using (either Acknowledged, or Sworn to...).

1) Document custodian signs the statement (ink stamp or loose copy certification certificate shown)

I certify this as a true copy
of the original document

2) Complete the proper certificate for the type of notarization requested - either ink stamp or loose certificate

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me
this _____ day of _____, 20____, by _____

Notary Public's Signature _____ Notary Name _____
Personally Known _____ OR _____
Type of Identification Produced _____

3) Affix notary stamp/seal



ROGER RILL
Notary Public, State of Ohio
My Commission Expires 03-14-18

COPY CERTIFICATION BY DOCUMENT CUSTODIAN

I hereby declare that the attached reproduction of:

is a true, correct and complete photocopy of the document in my possession and control.

Date _____

Printed Name _____

State of OHIO
County of _____

Acknowledged /Sworn to and subscribed before me this _____
by _____

who proved by satisfactory evidence to be the person appearing before me, and that he/she executed the instrument as his/her free act and deed.

WITNESS my hand and official seal

Notary Public