COPY CERTIFICATION

Commonwealth of Massachusetts

County of _____ , ss.

On this _____ day of _____ , 20 _____ , I certify that the (preceding) (following) (attached) document is a true, exact, complete and unaltered copy made by me of _____ , presented to me by _____ .

NOTARY SEAL

_____

Official signature of notary public

Printed name: _____

My commission expires: _____

Strike any inapplicable words in parentheses. Complete every blank before signing and sealing.

Massachusetts Copy Certification

M.G.L. c. 222, §15(e) · How to complete this certificate

When to use it

To certify that a copy you made, or supervised, of an original presented to you is true, exact, complete and unaltered. Commonly used for passports, driver's licenses, diplomas and signed agreements.

How to complete it

- Examine the original document presented to you.
- Make the copy yourself, or supervise the copying, and compare it with the original.
- Describe the original clearly, for example "United States passport no. ending 1234, issued to Jane Doe."
- Enter the name of the person who presented the original.
- Strike the inapplicable words, then sign, print your name, enter your commission expiration date and affix your seal.

Good to know

- The certificate says the copy was made by you, so a photocopy someone brings from home cannot be certified as is.
- Birth, marriage and death certificates and other public records should be ordered as certified copies from the office that keeps them.
- Some receiving offices ask for a signer-sworn true copy statement instead. Ask what the recipient expects before the appointment.

Important

This form follows the statutory short form in M.G.L. c. 222, §15, which notaries must use substantially as written. It is provided free for reference and convenience and is not legal advice. Notaries public are not attorneys. When a court rule, a federal or state law, or the law of another state prescribes a different certificate for the document, that form governs. Confirm current requirements with the Massachusetts Secretary of the Commonwealth.

Boston Mobile Notary & Apostille Service

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