## **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 <u>signer</u> is certifying the copy; the notary is only providing notarization of the signature. In Ohio, the notary <u>cannot</u> directly certify a copy themselves!

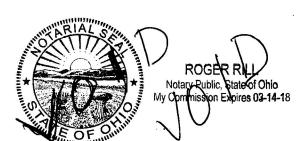
You must ask the signer what type of notarization they want, then attach the appropriate loose or ink stamp certificate. On the example copy certification document shown, you would cross out whichever wording you are <u>not</u> using (either Acknowledged, or Sworn to...).

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

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

STATE OF COUNTY OF	
The foregoing instrument withisday of	vas acknowledged before me , 20, by
Notary Public's Signature Personally Known	Notary Name OR
Type of Identification Produ	

3) Affix notary stamp/seal



## COPY CERTIFICATION BY DOCUMENT CUSTODIAN

I hereby declare that the attached reproduction of:	
is a <u>true</u> , <u>correct</u> and <u>complete</u> 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	