

# Certified Copies

---

Pursuant to AR 27-55, military notaries are **not** authorized to make certified copies of public records or publicly recorded documents **when the document is available from an official source other than a notary**. These types of documents include:

- Court records (including divorce decrees)
- Birth certificates
- Marriage Certificates
- Death Certificates
- Car Titles
- Computer Generated Tax Returns
- Military Leave & Earnings Statements

Military notaries **may authenticate copies** of public records or publicly recorded documents for the following **limited** purposes:

- **Military Administration**, such as finance or personnel
- **Federal Administration**, such as Veteran's Administration or the Internal Revenue Service

The purpose for which the copy was authenticated will be stated on the copy, e.g. "Authenticated Copy for DFAS."

**NOTE:** The person whose documents are being certified must be present.

## Military I.D. Cards

**Certified copies of military identification cards cannot be made for any purpose.**

## Foreign Documents:

**Military notaries may not certify or authenticate copies of foreign documents.** This prohibition includes foreign passports. Copies of foreign documents must be authenticated by the appropriate authority in the country of origin. However, as the one and only exception, certified copies of foreign passports can be made when applying for the Individual Taxpayer Identification Number (ITIN), IRS Form W-7.

## **Apostille**

Under certain circumstances, e.g. for getting married in Germany, some original foreign documents may require formal affirmation that the notary is exercising proper authority. If the country of origin is a member of the Hague Conference on Private International Law and a party to the Convention of 5 October 1961 abolishing the Requirement for Legalization for Foreign Public Documents, the appropriate governmental office in that country will issue an Apostille as the final certification of the document in its country of origin (the United States and all members of the European Union are part of the Convention).

If the country is not part of the Hague Convention, the person may obtain assistance from the U.S Consulate in the country of origin regarding authentication of the document.