

Administrative Procedure 554

CERTIFICATION OF DOCUMENTS

Background

The Division recognizes the need to occasionally provide a certified copy of a certified true copy of certain documents. The term certificated copy is not well understood and the Division needs to ensure the appropriate level of certification is provided.

Procedures

1. The term “certified true copy” or “certified copy” generally are synonymous. This would require that the services of a Notary Public be engaged to provide a certified true copy of a document.
2. A Commissioner for Oaths is not able to provide a certified copy of a document. The Act clearly states that there is no power or authority for a Commissioner for Oaths to certify a true copy and there is a specific prohibition for a Commissioner for Oaths to perform that function.
3. For certain vendors, such as ATRF, the level of certification is specifically identified. In those instances where the certification is different that the level identified in Procedure 1, then the vendor’s level of certification may be followed. Otherwise the procedure identified in Procedure 1 must be followed.
4. The Executive Secretary – Business Services may be consulted for locating a Notary Public.

Reference: Commissioners for Oaths Act
Notaries Public Act

