



43 AMOG/JA



“Certified Copies”

1. Notaries public may not certify copies of documents in North Carolina. Customers desiring copies of documents will be referred as follows:
 - a. Court Documents:
 - i. Only the issuing court may provide certified copies of court documents such as decrees and orders. Personnel requiring certified copies of court documents must request the copies from the clerk of the court that issued the document.
 - b. Vital Statistics:
 - i. Many vital statistics documents (birth and death certificates, marriage or divorce documents), may not by law be copied and certified. Personnel requiring certified copies of these documents must apply to the issuing state for original documents. Reproducible documents may be certified in accordance with paragraph 2 below.
 - c. Certificates:
 - i. Personnel requiring certified copies of diplomas, course completion certificates, or other reproducible documents may receive certification in accordance with paragraph 2 below.

2. Personnel desiring certified copies of documents should reproduce the documents and type the following information on the reverse side of the document:
 - a. “I certify under penalty of perjury that this is a true and exact copy of the original unaltered document consisting of ____ pages.

 (Client’s typed name)

Certified before me this ____ day of _____ 20__, at Pope Army Airfield, FT Bragg, NC.

 Notary Public, State of North Carolina
 My Commission Expires: _____

3. Upon presentation of this photocopied document at the Legal Assistance Office and proof of identity, the client's signature will be notarized and the document provided a notary seal.
 - a. YOU MUST NOT SIGN THE DOCUMENT UNTIL YOU ARE IN FRONT OF THE LEGAL ASSISTANCE PERSONNEL.
4. The following section of this page may be photocopied onto the reverse side of a copied document for completion and notarization.

"I certify under penalty of perjury that this is a true and exact copy of the original unaltered document consisting of ____ pages.

(Client's typed name)

Certified before me this ____ day of _____ 20____, at Pope Army Airfield, FT Bragg, NC.

Notary Public, State of North Carolina

My Commission Expires: _____