



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

## Instructions to Authenticate MISC Documents

Ex: Passport, Driver license, Utility Bills, Bank Statements, etc

- ✓ To have Miscellaneous documents (Utility bills, bank statements, passports, driver license, etc.) authenticated you will need to make a copy of the document
- ✓ Write a true copy statement on the copy of the document or attach a coversheet to the top of the document.
- ✓ Take document to a Michigan notary.
- ✓ Sign under true copy statement in front of a Michigan notary.
- ✓ Notary will notarize your signature.



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## Helpful Tips

- ✓ **You will need to put a true copy statement on the document.**
- ✓ **How to make a true copy statement.**
  - Print or type: “this is a true copy of my \_\_\_\_\_ ” (list type of document) directly on the document. This statement can be made on a separate sheet of paper stapled to the front of the document.
  - Sign under true copy statement in front of a Michigan notary. Have your signature notarized by a Michigan notary public
  - The only person who can make the true copy statement is the person named in the document or the person who produced the document.

### **Exceptions to this rule:**

- ✓ If the person named on the document is under the age of 18, a parent can make the true copy statement on their behalf.
- ✓ If the person named in the document is deceased, the only other people who can make a true copy statement on document on their behalf is a family member or an attorney of the estate.

A Michigan notary public cannot make a “true copy” statement on copies of any records



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✓ **If including a true copy statement, make sure the notarization is correct.**

✓ **A proper notarization should include:**

- Notary printed name
- Notary signature
- Date of notarization
- Commission Expiration date
- County of commission
- Acting in the county of \_\_\_\_\_ (if different than county of commission)

✓ **Additionally:**

- All Elements must be reproducible, an Embosser alone is not acceptable.
- If using a stamp, all elements must be legible and reproducible.
- The use of the stamp or embosser cannot make any part of the document illegible.
- If a correction needs to be made to a notarization, the only person who should make the correction is the original notary and the notary should initial any change.
- Notary must have an English version of their notarization.
- The entire notarization block must be on the same page.



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✓ **Notaries cannot:**

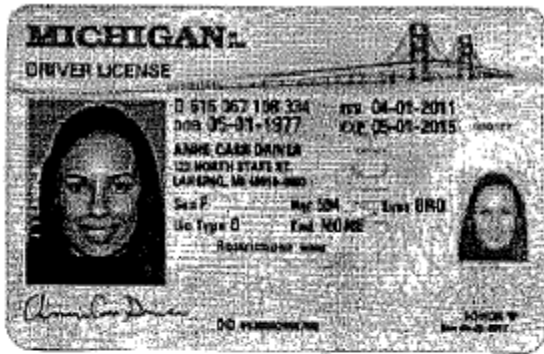
- Notarize a document without witnessing a signature.
- Make a true copy statement.
- Make a certification statement regarding a person, business, or document. Examples: Stating a person is alive. Stating a business is incorporated under the laws of a particular state. State the qualifications of a person.
- Cannot include the term Notario Publico/ Notaria Publica in their notarization or be referred to as Notario Publico/ Notaria Publica within the document.
- Be stated in the beginning of the document and state the whole document.
- Witness the signature of a family member.
- Notarize a document in which the notary has a financial interest in.
- Cannot charge over \$10.00 for their notarization. They may charge extra for travel, but this must be agreed upon before the notarization.
- Notary cannot charge a fee to make a correction to their notarization.
- If using Electronic or Remote notarization, notary cannot charge a travel or convenience fee.
- Notaries elements, either written, stamped, or embossed cannot make any portion of the document illegible .
- Cannot notary stamp or notary emboss pages to show a page belongs within the document. Every stamp or embossing is considered a notarization and requires witnessing a signature and having all the elements of a proper notarization.



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# Examples

## True copy statement on copy on Driver License



*This is a true copy of my driver license*

*Anne Carr Driver*

*Smiley Smith*

*9/29/2020*

Smiley Smith  
Notary Public -State of MI  
Ingham County  
My Commission Expires 01/01/0000  
Acting in the County of \_\_\_\_\_



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**True Copy statement on Passport**

*This is a true copy of my passport*

*Ann Carr-Duven*



*Smiley Smith*  
9/29/2020

Smiley Smith  
Notary Public - State of MI  
Ingham County  
My Commission Expires 01/01/0000  
Acting in the County of \_\_\_\_\_