



STATE OF MICHIGAN  
OFFICE OF THE GREAT SEAL  
LANSING

## Notarizing Michigan based school records for authentication

A Michigan notary public cannot make a “true copy” statement on copies of any records. Only a School Official, the person named on the document, or a parent or guardian of a dependent student (Under the age of 18 years old) can make a “true copy” statement on copies of a diploma, transcript, or other school records.

### **IMPORTANT: ALL SIGNATURES MUST BE ORIGINAL.**

**A SCHOOL OFFICIAL must do the following, if the records are not yours and the person named on them is not in the state of Michigan:**

1. A school official must state directly on the document “this is a true copy.”
2. The school official must state his/her title and sign his/her name (must be an original signature, not a stamp) in front of a notary.
3. A Michigan notary public must notarize the school official’s signature.

### **YOUR ORIGINAL diploma, transcript, or other school records:**

1. Print or type “this is my original (name of record)” directly on the document. If there is not enough room, this statement can be put on an attached separate sheet of paper or on the backside of the document.
2. Go to a Michigan notary public, usually found at a bank or credit union.
3. Sign your name in front of the notary.
4. Have the notary notarize your signature.

**(Note: We will be permanently affixing an authentication form directly to the original document; therefore, you may want to use a copy of the original. See instructions below.)**

### **YOUR COPIED diploma, transcript, or other school records:**

1. Print or type “this is a true copy of my (name of record)” directly on the copy. If there is not enough room, this statement can be put on an attached separate sheet of paper or on the backside of the document.
2. Go to a Michigan notary public usually found at a bank or credit union.
3. Sign your name in front of the notary.
4. Have the notary notarize your signature.



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## Helpful Tips

- ✓ School official must state their title.
- ✓ School official cannot use a stamp for signature.
- ✓ The statement “This is a true copy of (insert document title)” must be on document.
- ✓ School official or owner of document must make true copy statement sign in front of a notary and have signature notarized.
- ✓ 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 school document.
  - Sign under the 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.

### Exception 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 true copy statement can only be made on their behalf by a family member, an attorney of the estate or a funeral home.

## A proper notarization should include:

- Notary printed name
- Notary signature
- Date of notarization
- Commission Expiration date
- County of commission
- Acting in the county of \_\_\_\_\_



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**Additionally:**

- All Elements must be reproducible, an Embosser alone is not acceptable.
- If using a stamp, again all elements must be legible.
- 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.
- The notarization of documents in a foreign language must be in English.
- Documents in a foreign language must have a notarized English translation.
- The entire notarization block must be on the same page.



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## Notaries cannot:

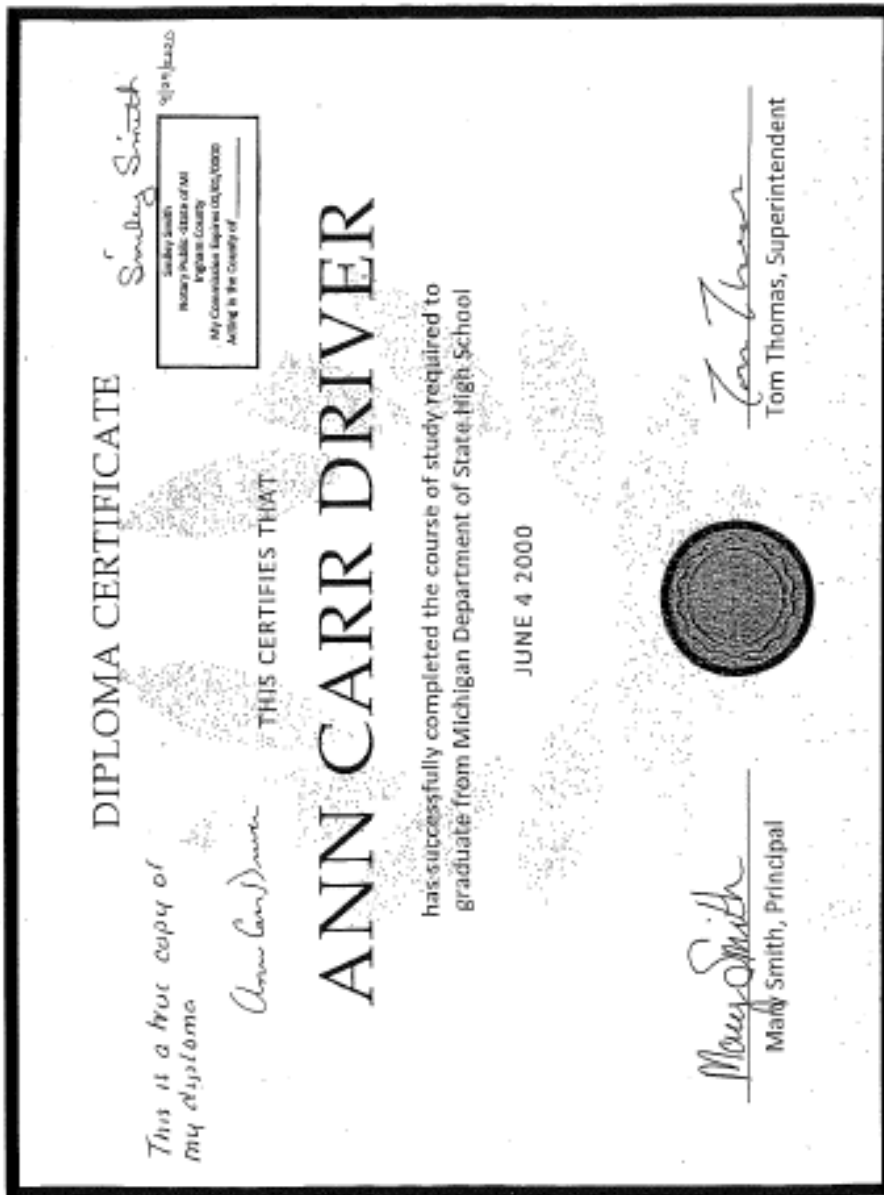
- Notarize a document without witnessing a signature.
- Make a true copy statement.
- Make a certification statement regarding a person, business, or document. Examples: Stating a person is alive. Stating a business is incorporated under the laws of a particular state. State the qualifications of a person.
- 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

## School Diploma signed by Owner of document



DIPLOMA CERTIFICATE

*This is a true copy of my diploma*

*Ann Carr Driver*

THIS CERTIFIES THAT

**ANN CARR DRIVER**

has successfully completed the course of study required to graduate from Michigan Department of State High School

JUNE 4 2000

*Mandy Smith*  
Mandy Smith, Principal



*Tom Thomas*  
Tom Thomas, Superintendent

*Mandy Smith*  
Mandy Smith  
Notary Public - State of MI  
Eggenriem County  
My Commission Expires on 06/01/2006  
Acting in the County of \_\_\_\_\_



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# School Transcript signed by School Official

Michigan Department of State High School				Ann Carr Brewer 128 State Street Aix Town, MI 48810				Sex: <del>Male</del> DOB: <del>XXXX</del> SSN: <del>XXXX</del> Entry Date: Exit Date: Graduation:	
Phone: (907) xxx-xxxx									
ACADEMIC HISTORY									
DATE	CL	TITLE	GRADE	CREDIT	DATE	CL	TITLE	GRADE	CREDIT
<b>ELECTIVE</b>									
09/00/04	09	Elective Intermix	A	0.250	12/00/03	09	AM Studies	B	0.500
09/00/05	10	Elective Intermix	NC	0.200	12/00/04	10	US Government	A-	0.250
09/00/05	10	Intro to Programming	9+	0.500	09/00/05	10	Global Issues	A	0.250
<b>LANGUAGE ARTS</b>									
09/00/03	09	CE - Math	A	0.250	12/00/05	11	US History	B-	0.500
09/00/03	09	Reading Workshop	B+	0.200	<b>VOCATIONAL</b>				
09/00/03	09	Context English - Sci	B+	0.250	12/00/05	11	Work Experience	F	0.700
09/00/04	09	Context English - Math	B	0.250	<b>ANHSOGE READING</b>				
09/00/04	09	Writing Workshop	A-	0.250	04/00/05	10	Reading	207	
09/00/04	09	Historical Literature	A	0.300	Performance Level: 3 Proficient				
09/00/04	09	Novels	B	0.250	<b>ANHSOGE WRITING</b>				
09/00/04	10	Writing Workshop	B-	0.500	04/00/05	10	Writing	273	
09/00/04	10	Context English - Sci	A-	0.250	Performance Level: 2 Not Proficient				
09/00/05	10	Survival Stories	9+	0.250	<b>ANHSOGE MATH</b>				
09/00/05	11	Context English - Sci	B	0.250	04/00/05	10	Math	266	
<b>MATH</b>					Performance Level: 2 Not Proficient				
10/00/03	09	Algebra Prep	B+	0.500					
09/00/04	09	Algebra 1	B	0.500					
09/00/04	09	Algebra 1	A-	0.250					
10/00/04	10	Algebra 1	A	0.250					
<b>PHYSICAL EDUCATION</b>									
09/00/04	09	Independent PE	F	0.700					
09/00/05	10	Health	B+	0.500					
<b>SCHOOL &amp; COMMUNITY RELATIONS</b>									
10/00/03	09	Orientation	A	0.250					
12/00/03	09	Cross	B	0.500					
09/00/04	09	Cross	B-	0.250					
10/00/04	10	Orientation	NC	0.000					
12/00/04	10	Cross	B-	0.250					
09/00/05	10	Cross	B	0.250					
09/00/05	11	Orientation	NC	0.000					
12/00/05	11	Cross	A-	0.000					
<b>SCIENCE</b>									
10/00/03	09	Physical Sci 1	B-	0.500					
10/00/04	10	Anatomy	A-	0.500					
10/00/05	11	Life Sci 1	B+	0.250					
10/00/05	11	Human Physiology	B	0.250					
<b>ACADEMIC STANDING</b>									
As of:	Total Credits	GPA							
12/00/05	12.25	3.25							

This is a true copy

*Tom Thomas*  
Tom Thomas, Superintendent

*Sandra Smith*

Sandra Smith  
Notary Public - State of MI  
Ingham County  
My Commission Expires 02/01/2008  
Living in the County of \_\_\_\_\_



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# School Transcript signed by Owner of Document

Michigan Department of State High School				Ann Carr Driver 125 State Street Any Town, MI 48899				See DOB SSN Entry Date Exit Date Graduation						
Phone: (313) xxx-xxxx														
ACADEMIC HISTORY														
DATE	CL	TITLE	MARK	CREDIT	DATE	CL	TITLE	MARK	CREDIT	DATE	CL	TITLE	MARK	CREDIT
<b>ELECTIVE</b>					<b>SOCIAL STUDIES</b>									
03/20/04	09	Elective Intensive	A	0.250	12/20/03	09	AK Studies	B	0.500					
03/21/05	10	Elective Intensive	NC	0.000	12/20/04	10	US Government	A-	0.250					
05/20/05	10	Intro to Programming	B+	0.500	03/20/05	10	Global Issues	A	0.250					
<b>LANGUAGE ARTS</b>					10/20/05	11	US Government	B	0.500					
10/20/03	09	CE - Mult	A	0.250	12/20/05	11	US History	B-	0.500					
10/20/03	09	Readers Workshop	B+	0.250	<b>VOCATIONAL</b>									
12/20/03	09	Content English - Sci	B+	0.250	12/20/05	11	Work Experience	P	0.750					
03/20/04	09	Content English - Math	B	0.250	<b>AK HSQGE READING</b>									
03/20/04	09	Writers Workshop	A-	0.250	04/05/05	10	Reading	337						
05/20/04	09	Novel/Short Literature	A	0.250	Performance Level: 3 Proficient									
05/20/04	09	Revision	B	0.250	<b>AK HSQGE WRITING</b>									
10/20/04	10	Writers Workshop	B-	0.500	04/06/05	10	Writing	273						
12/20/04	10	Content English - Sci	A-	0.250	Performance Level: 2 Not Proficient									
03/20/05	10	Short Stories	B+	0.250	<b>AK HSQGE MATH</b>									
12/20/05	11	Content English - SS	B	0.250	04/03/05	10	Math	298						
<b>MATH</b>					Performance Level: 2 Not Proficient									
12/20/03	09	Algebra Prep	B+	0.500										
03/20/04	09	Algebra 1	B	0.500										
09/20/04	09	Algebra 1	A-	0.250										
12/20/04	10	Algebra 1	A	0.250										
<b>PHYSICAL EDUCATION</b>														
09/20/04	09	Independent PE	P	0.750										
05/20/05	10	Health	B+	0.500										
<b>SCHOOL &amp; COMMUNITY RELATIONS</b>														
10/20/03	09	Oration	A	0.250										
12/20/03	09	Crew	B	0.500										
05/20/04	09	Crew	B-	0.250										
10/20/04	10	Oration	NC	0.000										
10/20/04	10	Crew	B+	0.250										
05/20/05	10	Crew	B	0.250										
10/20/05	11	Oration	NC	0.000										
12/20/05	11	Crew	A-	0.500										
<b>SCIENCE</b>														
12/20/03	09	Physical Sci 1	B-	0.500										
12/20/04	10	Astronomy	A-	0.500										
10/20/05	11	Life Sci 1	B+	0.250										
12/20/05	11	Human Physiology	B	0.250										

ACADEMIC STANDING		
As of:	Total Credits	GPA
12/20/05	13.25	

*This is a true copy of my transcript*

*Ann Carr Driver*

*Smiley Smith*

Smiley Smith  
Notary Public - State of MI  
Ingham County  
My Commission Expires 01/31/2010  
Acting in the County of \_\_\_\_\_