



STATE OF MICHIGAN
OFFICE OF THE GREAT SEAL
LANSING

True Copy Statements

✓ 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, an attorney of the estate.
- A Michigan notary public cannot make a “true copy” statement on copies of any records.



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✓ **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 along 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 whole 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.
- Notary cannot be a witness on the same document they notarize.
- 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 _____