



### Information about *Certified True Copies*

For several services provided by German missions abroad, applicants are required to provide “a certified true copy” of a specific document, such as a birth certificate or a passport.

In the US, these certified copies can be provided either by a US notary public, or by a German authority, such as the German Embassy/Consulate or an Honorary Consul. Some German Missions cannot offer this service. Please check out the German Mission’s website that is responsible for your case for further information.

If a notary public certifies your copies, please make sure that **the entire document is certified as being a true copy of the original**. Only in this way the certified copies can be accepted by German authorities.

It is **not** acceptable for applicants to certify the documents themselves and to have the notary certify the applicant’s signature/acknowledge the instrument.

Furthermore, it is imperative that the **expiration date of the notary’s commission** be noted on the certification.

Please observe the following examples when having a notary public certify copies of documents:

#### NOT ACCEPTABLE

*I, Sam Smith, hereby confirm that this copy  
Is a true copy of my birth-certificiate. Sam Smith*

A notary public or other officer completing this  
Certificate verifies only the identity of the individual  
who signed the document to which this certificate  
is attached, and not the truthfulness, accuracy, or  
validity of that document

State of MD

County of Montgomery

Subscribed and sworn to (or affirmed) before me on this 3

day of November, 2020, by Sam Smith

Tim Meyer

Comm. No.: ... Comm. Expires: ...

Signature:: Tim Meyer

#### ACCEPTABLE

State of MD County of Montgomery

I certify that the attached copy of a birth-certificiate  
is a true, correct, and complete copy of the original

Date: November 3<sup>rd</sup>, 2020, Name: Tim Meyer

Notary Public, Reg.-No.: .....

Commission expires: .....

*NOTE: The above used names are fictional and do not refer to real persons.*

Additional note: In some States notaries public are not allowed to provide the above described type of certification or are not allowed to certify vital records at all. If this applies in your state, kindly note that documents can also be issued at relevant US Vital Records Divisions.