

# Limitations on Notarizations and Certified Copies

## Limitations on Notarizations

A notary acts as an official, unbiased witness to the identity and signature of individuals who appear before the notary for some specific purpose, such as taking an oath or signing a legal document. For this reason, the Client Services Office cannot:

- Notarize unsigned documents;
- Notarize incomplete documents;
- Notarize a document unless the person whose signature is notarized is present before the notary; or,
- Provide “Signature Guarantees.”

## Limitations on Certified Copies

The Client Services Office may make certified copies of some original documents. However, the Client Services Office cannot make certified copies of public records or of publicly recorded documents such as:

- court records,
- birth certificates,
- marriage certificates,
- death certificates,
- car titles, and
- military leave and earning statements.

The Client Services Office may only authenticate copies of public records or publicly recorded documents for military administration (including finance and personnel administration) and for Federal administration where allowed by law or other regulation.

**For more information on the Limitations on Notarizations and Certified Copies, please contact the Camp Zama Client Services Office in Building 101, Room CE 209 or refer to AR 27-55 Notarial Services.**