How do I create a certified copy affidavit for a non-recordable document to apostille?

The exact certified copy affidavit verbiage below is what you must print out, then get it wet ink sign and notarized by a Texas notary public in person or you can live anywhere in the U.S or the world and get it notarized by using a remote/virtual/online Texas e-notary services (no other state or country notaries can be used only Texas) if you want to receive a Texas apostille certificate on any of the following non-recordable documents:

- Driver's license copies
- Non-driving state photo identification (ID) card copies
- Passport copies
- Passport card copies
- Visa copies
- Indian PAN card copies
- Permanent Resident Card (Green Card) copies
- Social Security card copies
- Corporate bylaws
- Board Resolutions or Board Managers
- Minutes To Meetings
- Bank statements, credit union statements, or financial statements
- Apartment or house rental leasing agreements (that can be used for Proof of Residency)
- U.S Coast Guard or military income and earning statements
- Tax return statement copies
- Employee paycheck stub copies
- Utility bill copies
- Phone bill copies

- Texas Comptroller of Public Accounts letters
- Cremation certificates (if not issued by a Texas city or county government agency)
- Insurance cards or insurance policy statement copies
- EIN confirmation number letter copies
- Social Security benefits verification letter copies
- Veterans Affairs benefits letter copies
- Vehicle registration tags and stickers
- TREC license certificate
- Elementary school or high school diplomas (copies, not original diplomas)
- Elementary school or high school transcripts (copies, not original transcripts)
- General Educational Development (GED) diplomas (copies, not original GED)
- College degrees and university degrees (copies, not original diplomas)
- College transcripts and university transcripts (copies, not original transcripts)
- Teacher certificates and teaching certificates (copies, not original teaching certificates)
- And various other types of legal documents.

You copy/paste the below certified copy affidavit verbiage onto a blank Microsoft Word document, then print it out.

Then you **PRINT** your full name (**exactly how it's spelled on your document**) in the first blank field where it asks for the document holder's name (that's you).

Then in the second blank field, you **PRINT** what the name or title of your document is.

Then you wet ink **SIGN** your name in front of a Texas notary public, or you hire a Texas virtual/remote/online notary who will notarize the certified copy affidavit. You can drop your document off at our HQ office, or mail us these four items to place a rush Texas apostille services order:

- A color photocopy of any ID or a color or black/white nonrecordable document.
- The original signed and properly notarized certified copy affidavit that you attach (paperclip it together and if multiple documents, paperclip each set of certified copies and affidavits together, DO NOT mail all documents to us in just one paperclip or packet, you MUST separate via a paperclip each document copy/affidavit that you want apostilled) to your document or ID photocopy.
- A prepaid return **FedEx** or **UPS** shipping label.
- Our completed Texas apostille order form.

Please note that you need to make a certified copy affidavit for each non-recordable document that you want apostilled.

For example, suppose you need to apostille a copy of a passport and a copy of a driver's license. In this case, you will need to create, sign, and have two certified copies of affidavits notarized. One signed and notarized certified copy affidavit for each ID photocopy, which can then be apostilled.

Click on the big PDF icon below that says, "CLICK HERE TO DOWNLOAD" to instantly download a copy of a certified copy affidavit template that you print out, sign, and then get it notarized by a Texas notary public.



Certified Copy Affidavit

On this day of	, , 20,
I	
name) swear and attest that the correct, and unalte	e attached document is a true, ered copy of my
the document, named therein; and of the attached document (s) to as satisfactory evidence.	d that I presented the original
(document holder signature) State of Texas	
State of Texas	
County of	
Sworn to and subscribed bef	ore me on the day of
by	(print document holder
name).	
(Texas notary public signature)	