

# 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 wet ink sign and get notarized by a Texas notary public in person or via a remote/virtual/online Texas notary (**no other state or country notaries can be used**) 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 Account 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
- 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 non-recordable document.**

- The original signed and properly notarized certified copy affidavit that you attach (paperclip it together) 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 one certified copy affidavit for each non-recordable document that you want apostilled.**

For example, say you need to apostille a passport copy and a driver's license copy. In this case, you will need to create, sign, and get two of these certified copy 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 \_\_\_\_\_ (print document holder  
 name) swear and attest that the attached document is a true,  
 correct, and unaltered copy of my

\_\_\_\_\_, to which I am the custodian of the document, named therein; and that I presented the original of the attached document (s) to the undersigned notary public as satisfactory evidence.

\_\_\_\_\_  
(document holder signature)

State of Texas

County of \_\_\_\_\_

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_ (print document holder name).

\_\_\_\_\_  
(Texas notary public signature)