



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 German authority, such as the German Embassy/Consulate or an Honorary Consul, or by a US notary public, which is often a more convenient alternative for applicants who do not live near a German mission.

If you choose a notary public to have your copies certified, 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:

ACCEPTABLE

STATE OF VIRGINIA COUNTY OF FAIRFAX

I certify that the attached copy of a BIRTH CERTIFICATE is a true, correct and complete copy of the original.

On 3RD day of JAN., 2018 by

[Signature]
Tim Meyer
Notary Public

Registration # 05/2018 ; Commission expires 10/31/2020

NOT ACCEPTABLE

I, Sam Smith, hereby confirm that this is a true copy of my birth certificate. [Signature]

STATE OF VIRGINIA COUNTY OF FAIRFAX

The instrument was acknowledged before me

On 3RD day of JAN., 2018 by TIM MEYER

[Signature]
Tim Meyer
Notary Public

Registration # 05/2018 ; Commission expires 10/31/2020

Additional note: In some states notaries public are not allowed to provide the above described type of certification or are not allowed to certify certain documents (e.g. birth certificates) at all. If this applies in your case, kindly note that certifications would have to be provided by the German Embassy or Consulate or an Honorary Consul of the Federal Republic of Germany.

When in doubt, please do not hesitate to contact your German Embassy or Consulate in the US.

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