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 certificate. [Signature: 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 ___

ACCEPTABLE

State of ___ MD ___ County of ___ Montgomery ___

I certify that the attached copy of a birth certificate
is a true, correct, and complete copy of the original
Date: November 3rd, 2020, Name: [Signature: Tim Meyer]

Notary Public, Reg.-No.:____________
Commission expires: ________

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

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.