U.S. ARMY OKINAWA

TORII STATION

LEGAL ASSISTANCE

• 652-4332 / 4742 • BUILDING 218, ROOM 220 •

CERTIFIED COPIES AT TORII STATION

Military notaries may only certify copies of original documents. In accordance with Army Regulation (AR) 27-55, para. 4-5, with very few exceptions (see below), the Legal Assistance Office **cannot** certify documents that are available from an official source such as:

- Court Records
- Birth Certificates
- Marriage Certificates
- Death Certificates
- Car Titles
- Military Leave and Earning Statements

The Legal Assistance 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 Social Security Card applications and military administrative purposes, the Legal Assistance Office may make **authenticated** copies of needed documents, but must include the "authenticated for _____" language.

If you want to "certify" your own copies (we will notarize your signature), you should do the following:

Make copies of the documents and present both the originals and the copies to a notary with the language below typed on the front (if room is available) or back of the copies:

I certify that this is a true and exact copy of (name of document).

_Your Signature_____
(Your typed name)

Subscribed and sworn to before me by (your typed name) on (date) at Torii Station, Okinawa, Japan.

_____
Notary