



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