



MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

For Every Patient. For Every Provider. For Every Mississippian.

Notary Guidelines and Certification Form

Notary Guidelines

When having your birth certificate, passport, or any other documents notarized, please use the following checklist as a guide to ensure proper notarization.

All documents require the following:

1. Notary's stamp or seal
2. Notary's name
3. Notary's signature
4. Notary's commission expiration date
5. Date of notarization (must be dated within the last six (6) months)

Documents which must be certified copies require the notary to certify that the document is a "true & correct copy of the original." If the notary will not certify the document, the applicant may attest that it is a "true & correct copy of the original" and sign the statement. The notary may then notarize the applicant's signature.

The notary may attach an affidavit or cover sheet if he/she chooses. Some states require an affidavit be used instead of notarizing the actual document. Affidavits must also meet the above checklist requirements and be attached to the document.

If your document is not in English, it must be translated into English. This translation must also be notarized as outlined above. The translation and a copy of the original document must both be notarized and submitted.

Please submit only photocopies of your documents. **DO NOT SUBMIT ORIGINAL DOCUMENTS** as they will not be returned.

Photocopies of the notarization are **NOT** acceptable.

Electronically notarized documents are **NOT** acceptable.

All notarized documentation must be mailed.

Mail all notarized documents to:

Mississippi State Board of Medical Licensure
805 S. Wheatley Street, Suite 600
Ridgeland, MS 39157

Kenneth Cleveland, M.D. | Executive Director

805 S. Wheatley Street, Suite 600, Ridgeland, MS 39157 • (601) 987-3079

www.msbml.ms.gov

Notary Certification Form

Use this form when a notary is certifying a document as a true and correct copy of the original.

I, _____, certify this is a true and perfect copy of the original document
[Name of Notary]

_____ presented to me on this ____ day of _____, 20____.
[Description of document]

Notary's Signature

My Commission Expires

[Seal of Office]