

■ OFFICE RELOCATION NOTICE

**Current Address:** 1867 Crane Ridge Drive, Suite 200-B, Jackson, MS 39216

**New Address:** The Atrium Building, 805 S. Wheatly Street, Suite 600, Ridgeland, MS 39157

*MSBML will be relocating soon. Please add the new address as a redirect address on all mailings.*

(601) 987-3079

WWW.MSBML.MS.GOV

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## Mississippi State Board of Medical Licensure (MSBML) 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 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.**

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TELEPHONE: (601) 987-3079

FAX: (601) 987-4159

**MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE**

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]