



TORII LEGAL ASSISTANCE

OFFICE OF THE STAFF JUDGE ADVOCATE



CERTIFIED COPIES AT TORII STATION

BY: RUDY WARTELLA

Military notaries may only certify copies of original documents. With very few exceptions (see below), the legal assistance office cannot certify documents that are available from an official source¹. Customers desiring certified copies of documents will be referred as follows:

Court Documents. Personnel requiring certified copies of court documents must request the copies from the clerk of the court having possession of the document. Only the issuing court may provide certified copies of court documents such as decrees and orders.

Vital Statistic Records. Many vital statistics documents, such as birth and death certificate, may not, by law, be copied and certified. Personnel requiring certified copies of these documents must apply to the issuing state for original or certified documents.

Personnel desiring to “certify” their own copies (we will notarize your signature) 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 typed name)

Subscribed and Sworn to before me by (Your typed name) _____ on (date)
_____ at Torii Station, Okinawa, Japan.

Notary

Exceptions: For Social Security Card Applications and military administrative purposes, we can make **authenticated** copies of needed documents, but must include the “authenticated for _____” language.

¹ See Paragraph 4-5 of Army Regulation 27-55.