



Yuma County Sheriff's Office

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Proof of Identification Requirements

All Yuma County Sheriff's Office (YCSO) Local Record Check forms submitted for processing via U.S. mail or electronic mail **must** include a **notarized** copy of the applicant's picture identification **and** their original signature (see SAMPLE A).

Forms received without the required proof of identification will be returned to the applicant without processing.

NOTE: The following information is derived from the Arizona Notary Public Reference Manual published by the Department of State, Office of the Secretary of State (October 2019) and is provided as a courtesy.

Copy Certifications A.R.S. § 41-311(3)

DEFINITION: A copy certification is a notarial act in which the notary certifies that a photocopy of an original document was made that is neither a public record nor publicly recordable. **The notary must have access to a copy machine and cannot use a photocopy provided by the requestor.**

Copy Certification Checklist

- If the notary does not have access to a copy machine the notary must not perform the copy certification.
- If the notary has access to a copy machine, they must verify the document presented is an original document. A copy certification cannot be performed on copies of a document or a certified copy. If the document presented is not an original, the notary must refuse the copy certification.
- The notary confirms that the original document presented is not a public record nor is it publicly recordable. If the document presented is a public record or is publicly recordable, the notary must refuse the notarization as a copy certification.
- The notary fills out the journal with the requestor's satisfactory evidence presented.
- If a credible person is used, he or she must be placed under oath and swear or affirm that the signer has the identity claimed.
- The requestor signs the notary's journal.
- If a credible person is used, the credible person also signs the notary journal.
- The notary copies the document.
- The notary writes or types, on the face of each copy, the notarial language from the sample below. **(SAMPLE A)**
- The notary completes the notarial certificates.
- The notary signs the notarial certificates.
- The notary affixes his or her notary seal. The seal generally is affixed to the left of the signature [A.R.S. § 41-311(3)].
- If an attach certificate is necessary please see page 2 for required elements and attached example **(SAMPLE B)**.

When to Attach a Certificate

A notary may use an additional sheet of paper to attach the notarial certificate to a document if there is no room left on the document.

If the notary attaches a certificate, the notary should title the page with the words “Notarial Acknowledgement”, “Notarial Jurat”, or “Copy Certification” (**see SAMPLE B**).

In order to prevent someone from affixing the attach certificate it to a different document, the notary must also describe the attached document on the page containing the notarial certificate in as great of detail as possible.

The description must include at a minimum:

- Type/Title of document
- Document date
- Number of pages attached
- Any additional signers other than those listed in the notarial certificate.

The office also recommends that document pages be numbered, such as “1 of 1” or “1 of 2,” etc.

Contact the Arizona Secretary of State

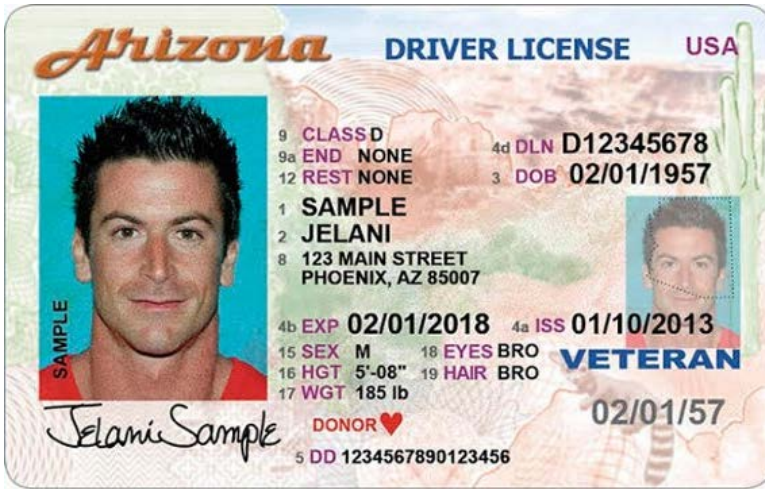
For questions regarding notarial rules and requirements, contact:

Office of the Secretary of State
Business Services Division
1700 W. Washington Street, 7th Floor
Phoenix AZ 85007-2808
Tel: 602-542-6187
Toll Free: 1-800-458-5842

SAMPLE A

Arizona Driver's License or Identification

The notary writes or types the COPY CERTIFICATION on the face of each copy.



Applicant Signature

COPY CERTIFICATION SAMPLE

State of Arizona)
)
County of _____)
 [Name of County]

I, _____, a notary public, do certify that, on
[Name of Notary Performing the Certification]

the _____ day of _____, 20____, I personally made the
 [Day] [Month] [Year]

above/attached copy of _____ from the
 [Document Title]

original, and it is a true, exact, complete, and unaltered copy.

(seal)
[Affix Seal Here]

Notary Public [Notary Public Signature]

SAMPLE B

SAMPLE

**SAMPLE ATTACHMENT TO NOTARIAL CERTIFICATE -
COPY CERTIFICATION**

The Secretary of State provides this sample certificate for the convenience of our customers. However, our office cannot offer legal advice and is only able to guarantee that it is acceptable under Arizona State Notary Law.

NOTARY COPY CERTIFICATION

STATE OF _____)

COUNTY OF _____)

I, _____, a notary public, do certify that on this ____ day of _____, 20____, I personally made a photocopy of _____, from the original, and it is a true exact, complete unaltered copy.

(Notary Seal)

NOTARY PUBLIC

Description of document this notarial certificate is being attached to:	
Type/Title	
Date of Doc	
Number of Pages	
Add'l Signers (other than those named in the notarial certificate.)	