



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 7TH JMTG
OFFICE OF THE STAFF JUDGE ADVOCATE
BISSEL LAW CENTER
APO AE 09036

AETT-BGJA

10 July 2007

MEMORANDUM FOR RECORD

SUBJECT: Limitations on Certifying Copies of Documents

1. Reference: AR 27-55, paragraph 4-5.
2. Legal Assistance personnel are not authorized to make certified copies of public records when the document is available from a source other than a notary. These type of documents include: court records (including divorce decrees), birth certificates, marriage certificates, death certificates, car titles, computer generated tax returns, and military leave and earning statements.
 - a. Certified copies of the above listed documents may ONLY be made for the following purposes, and only when otherwise authorize by law or regulation:
 - (1) Military administration: finance and personnel administration.
 - (2) Federal administration: Veteran's Administration, and Internal Revenue Service.
 - b. No certified copies of military identification cards can be made for any purpose. Please check with your local identification card office for more information.
3. Copies of U.S. Passports will be certified for purposes of applying for Individual Taxpayer Identification Numbers (ITINs).
 - a. In order to certify a U.S. Passport, the client must bring in the original passport. We must see the original and make a copy from that document. A copy is not valid.
 - b. The certified copy will be clearly marked "COPY" and "FOR THE LIMITED PURPOSE OF SUBMISSION TO THE IRS". This will appear in at least 20 point font at both the top and bottom of the document.
 - c. The certification notation shall read as follows (IAW AR 27-55, fig. 4-2):

Authenticated Copy for Federal Administrative Purposes

"I have reviewed the original of this document, compared the original to this copy, and authenticated this copy as a full, true, and accurate reproduction of the original. This authentication is executed in my official capacity under the authority granted by Title 10, United States Code, Section 1044a and pursuant to Army Regulation 27-55, paragraph 4-5b

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(Signature of official)
(Name of official)
(Rank, Branch of Service)
(Command or Organization)

d. The authenticated copy should be forwarded by legal assistance personnel to the appropriate Federal agency. If the person requesting the certified copy wishes to retain a copy of it, the copy should be over stamped "COPY".

4. Legal Assistance personnel may not certify copies of foreign documents for use in the United States (to include foreign passports). Such documents must be authenticated by the appropriate authority in the country of origin. If the country of origin is a member of the Hague Conference on Private International Law and a party to the Convention of 5 October 1961 Abolishing the Requirement for Legalisation of Foreign Public Documents, the person may obtain an Apostille from the country of origin. (A listing of signatory States and competent authorities is available on the Hague Conference web site: <http://www.hcch.net/index>.) If the country of origin is not a party to the Convention, the person may obtain the assistance of the U.S. Consular office in the country of origin to have the document authenticated (<http://usembassy.state.gov>). We are not the appropriate authenticating authority for ANY foreign document.

5. I apologize for any inconvenience this may cause, but please understand that these types of certified copies, when not authorized by regulation, are not valid.

6. POC is undersigned at 350-6488.

MELISSA HALSEY
CPT, JA
Chief, Legal Assistance