

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
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How to Issue a True Attest Copy of a Vital Record

- ✓ To process a true attested record, photocopy the entire original vital record (front and back if applies).
- ✓ On the back of the record, type the statement provided in the example below, or on the very bottom as far away from the information on the record as possible (if there is adequate space).
- ✓ The municipal clerk or authorized staff (deputy or assistant clerk) must sign and embossed (municipal seal) the photocopy.

True Attest Statement:	Example:	Example 2:
True Copy Attest	True Copy Attest	True Copy Attest: <u>Roberta L. Fogg, City</u>
<u>Clerk</u>		
Signature	<i>Roberta L. Fogg</i>	
Name and title	Roberta L. Fogg, City Clerk	
Date:	04/17/2017	

(Emboss or place municipal seal over the true attest statement)

If issuing vital records from an attested copy please be sure to cover the statement when issuing certified copies.

Please Note: A true attested copy is never notarized, it is only signed by the municipal clerk or the clerks authorized staff.