

**SAMPLE CERTIFICATE**

I, **(First and last name)**, the duly appointed and qualified **(job title, i.e. City Clerk, Administrative Officer, etc.)** of the **(Name of political subdivision)** do hereby certify that the attached Resolution No. **(number)** , adopted at the **(Month)** meeting of the **(Name of political subdivision)** held on **(month, day, year)**, is a true and correct copy of the original Resolution adopted at said meeting and on file and of record.

IN TESTIMONEY WHEREOF, and hereunto set my hand and the seal of said **(Name of political subdivision)** this **(Day)** day of **(Month)**, 200\_\_.

\_\_\_\_\_  
Signature

(seal)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**OR, SIGNATURE WITNESSED BY A NOTARY**

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, personally appeared before me \_\_\_\_\_ whose identity I proved on the basis of satisfactory evidence to be the signer of the signature above, and he/she acknowledged that he/she executed it.

Notary Public \_\_\_\_\_

State of \_\_\_\_\_ and Borough/County of \_\_\_\_\_

Residing at \_\_\_\_\_ Commission Expires \_\_\_\_\_