



YAVAPAI COUNTY EDUCATION SERVICE AGENCY

Providing Service for Quality Education

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The Affidavit of Intent which you recently mailed to this office is being returned to you because the requirements of A.R.S. §15-828.3.B have not been met. According to this statute, we must see a certified copy of your child's birth certificate. Of course, we believe that the easiest way for you to file the birth certificate is to bring the birth certificate to our office where we will make a copy and return the original document to you immediately.

If you would like to avoid the trip to our office, you may send in a certified copy of your child's birth certificate. Although it is unusual, a Notary Public in this state may certify a copy of your child's birth certificate according to A.R.S. S41-311.3. For your convenience, we have provided below the section of the Arizona Notary Public Reference Manual which can be found on the Arizona Secretary of State's website.

If you have questions, please do not hesitate to call us at (928) 771-3326.

A.R.S. §15-828.3. B. If a child is instructed at home pursuant to section 15-802, the person who has custody of the child shall, within thirty days after the home instruction begins, provide to the county school superintendent of the county in which the child resides one of the following:

1. A certified copy of the child's birth certificate.
 2. Other reliable proof of the child's identity and age, including the child's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
 3. A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law.
- C. On presentation of a document pursuant to this section, a photocopy of the document shall be placed in the pupil's file and the document that is presented shall be returned.
- D. On the failure of a person enrolling a pupil or instructing a child at home to comply with subsection A or B of this section, the school, school district or county school superintendent shall notify that person in writing that, unless the person complies within ten days, the case shall be referred to the local law enforcement agency for investigation. If compliance is not obtained within the ten day period, the school, school district or county school superintendent shall refer the case to the local law enforcement agency.

A.R.S. §41-311.3

In this article, unless the context otherwise requires:

3. "Copy certification" means a notarial act in which the notary certifies that the notary has made a photocopy of an original document that is neither a public record nor publicly recordable.

ARIZONA NOTARY PUBLIC REFERENCE MANUAL

Copy Certification Checklist

If the notary does not have access to a copier machine, the notary must refuse the notarization as a copy certification.

If the notary has access to a copier machine 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 notarization as a copy certification.

The notary confirms that the original document presented is not a public record or is 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. The requestor signs the notary's journal.

The notary copies the document.

The notary writes or types on the face of the copy the notarial language from the sample on page 24.

The notary completes the notarial certificate.

The notary signs the notarial certificate.

The notary affixes his or her notary seal. The seal generally is affixed to the left of the signature (A.R.S. S. § 41-311(3)).

COPY CERTIFICATION SAMPLE

State of Arizona)

County of _____)

(Arizona 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 notary seal here)

Notary Public (Notary's Signature)

My commission expires _____
(Commission expiration date)