

## Tennessee's Certificate of Authenticity

Per an amendment to Tennessee Senate Bill SB0317, county registrars may record a copy of an electronic document with the following provisions:

- the document is otherwise eligible for recording, *and*
- the document is certified as a true and correct copy of the original

Consequently, an executed *Certificate of Authenticity* must accompany each document submitted for eRecording and the following requirements are effective July 1, 2021:

- certificate includes the declaration that the signer **is a licensed attorney or the custodian of the original version of the electronic document**
- certificate references the **execution date of the accompanying document**
- certificate references the **date it was signed**
- certificate references the **date of notarization**
- certificate composed with a minimum 10-point font

### Preparing a paper certificate


You may prepare a paper certification form for each submission and upload a scanned copy into ePrepare. For your convenience, a sample is provided on the next page.

### Preparing a digital certificate

While preparing a document for submission, you can create an electronic version of the certificate, which can be digitally signed and notarized by applicable users on your ePrepare account<sup>1</sup>.

If you create a digital certificate but another user must sign or notarize it, first save this form. A temporary document called **Certificate of Authenticity** will appear in your package, and the other user will be able to open this document to sign and notarize it.

Once the form is signed and notarized, ePrepare will render the certification form and place it as an attachment to the main document image. The temporary file is removed at this point, allowing you to submit the package to the county.

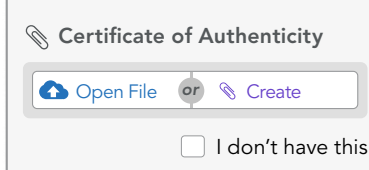
If the temporary file remains, you may manually render the form. To do so, open the associated document, locate  **Certificate of Authenticity** in the indexing panel, and click **Finish**. The form is rendered, the temporary file is removed, and the package may then be submitted to the county.

Tennessee's *Certificate of Authenticity* is managed from ePrepare's indexing panel.

### Using our Standard Toolbar?

Our standard toolbar is available in any internet browser, and it allows you to **open** a scanned copy or **create** a digital certificate (shown below):

#### Our Standard Toolbar offers:



<sup>1</sup> A user must be assigned applicable sign/notary roles and create a digital signature file. To begin, use this link:



## Certificate of Authenticity

I, **Jennifer Q Public**, do hereby make oath that I am a licensed attorney and/or the custodian of the original version of the electronic document tendered for registration herewith and that this electronic document is a true and exact copy of the original document executed and authenticated according to law on **September 6, /2024**.

*Jennifer Q Public*

Name: **Jennifer Q Public**

Title: **Loan Officer**

Date: **September 6, 2024**

STATE OF **Florida**  
COUNTY OF **Collier**

Sworn to and subscribed before me on **September 6, 2024**.

*Daniel R Public*

Notary Public: **Daniel R Public**

My Commission Expires: **02/28/2027**

