



Missouri State Employees' Retirement System
 PO Box 209 • Jefferson City, MO 65102-0209
 Phone: (573) 632-6100 • Toll Free: (800) 827-1063
 Email: mosers@mosers.org • Website: www.mosers.org



POA

Notarial Certificate for a Copy of a Power of Attorney

Please print. • See reverse side for instructions.

SECTION A - PERSONAL INFORMATION (MEMBER)

Social Security Number or Member ID

Name (last/first/middle)

Date of Birth

SECTION B - PERSONAL INFORMATION (ATTORNEY IN FACT)

Name (last/first/middle)

Mailing Address (PO or street/city/state/zip)

Primary Phone Number (home/cell)

Email Address

SECTION C - NOTARIZATION

State of _____ }
 County of _____ } SS.

On this _____ day of _____, _____, before me, the undersigned notary public, personally appeared

_____, and provided me with the original power of attorney which I have compared to the attached

document and that the attached document is a true and accurate copy of the original power of attorney.

In witness whereof, I hereunto set my hand and official seal.

My Commission Number is: _____

My Commission Expires: _____

County Where Commissioned: _____

Signature of Notary Public: _____

THIS NOTARIAL CERTIFICATE MUST BE ATTACHED TO A COPY OF THE POWER OF ATTORNEY

Instructions for Completing

Notarial Certificate for a Copy of a Power of Attorney

A power of attorney (POA) is an authorization to act on someone else's behalf in a legal or business matter. The *Notarial Certificate* form is signed by a notary and upon approval by MOSERS legal department, the agent under the POA should be able to act on the member's behalf. This form must be notarized and delivered to MOSERS with an attached copy of the original POA. Steps for completing this form are outlined below.

1. Provide the member's personal information in Section A.
2. Provide the Power of Attorney's information in Section B.
3. Notary signs and completes Section C.
 - Take the original POA and a copy of the original POA to a notary.
 - The notary should compare the copy of the original POA to the original POA then complete and notarize this form.
4. Return completed Notarial Certificate to MOSERS for approval of POA for a member.
 - **Remember to attach the copy of the original POA.**