# ORDERING CERTIFIED COPIES OF VERIFIED DOCUMENTS.

To order Certified Copies of verified documents, follow the directions below. You will need to turn off pop-up blockers and have Adobe Reader or Acrobat (at least version 7.0) installed on your computer to receive copies. You may also need to turn on Windows Integration within Adobe. See the next page for instructions to turn on this integration feature.

When you are in the document details screen, you can request a Certified Copy of a VERIFIED document. This service will provide a digitally signed document in PDF form, and the document will be delivered directly to your computer. Please note!! Turn off all pop-up blockers before requesting a Certified Copy. This will ensure that you will receive your Certified Copy.
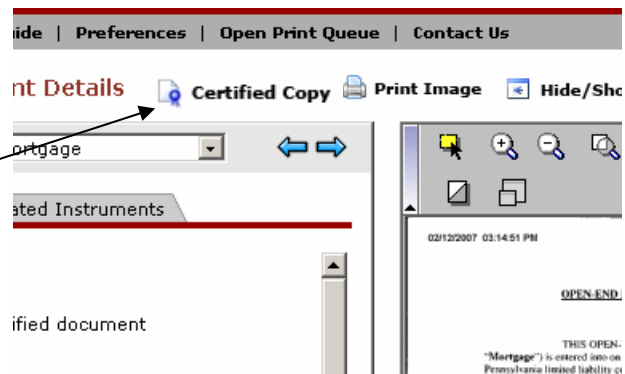

When you click on the "Certified Copy" button, you will be reminded that you MUST have Adobe Reader installed on you computer. The system will support back to Adobe Reader 7.0, but version 8 is recommended. Click on the "Get Adobe Reader" button if you do not have Adobe Reader installed on your computer. Otherwise, click on "Certify" to continue the process.
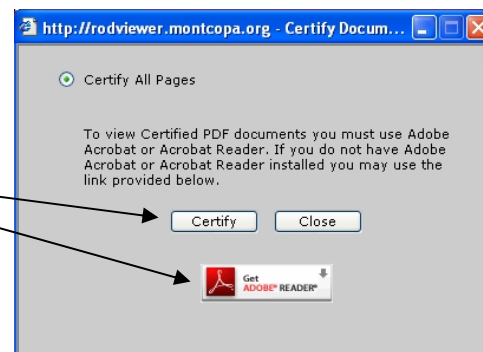
The system will inform you of the fees for the Certified Copy. Fees will be charged to the escrow account associated with you. Click on the Accept button to continue. The certified copy will next be delivered directly to your computer.

When the PDF Certified Document is delivered to your computer, the lower right hand corner of each page will be identified as being an eCertified copy.

eCertified copy of recorded # 2007000483 (page 1 of 3)
Montgomery County Recorder of Deeds
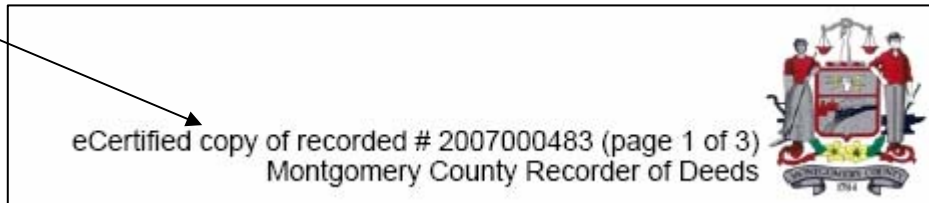
The lower left hand corner of the first page of the Certified Copy will display a large green check mark denoting that the signed document is valid. If you have a question mark in this area instead of a green check mark, you will need to enable **windows integration**. See below for instructions on how to enable this feature in whichever Adobe product you open your Certified Copies.

UNITED STATES POSTAL SERVICE.
Electronic Postmark
Validation may require 'Windows Integration'

Receipt ID
10000k48op3

Receipt ID
10000k488jp

Within Adobe Reader:
1.) Click on the edit menu.
2.) Select "preferences" in the edit menu.
3.) Select the "security" category in the preferences window.
4.) Click on the "advanced preferences" button.
5.) Select the "Windows Integration" tab.
6.) Check the following boxes:
    a.) Enable importing of identifiers from Windows Certificate Store.
    b.) Validating Signatures.
    c.) Validating Certified Documents.
7.) Click on "OK" in all open edit windows to exit out and save changes.

__Please note:__ If you want to access your certified copy in the future, make sure that you save a copy of the document in Adobe.

VERIFIYING E-CERTIFIED DOCUMENTS

To verify the electronic postmark of a certified document, follow the instructions below.

What would you like to do today?

- Search Public Records
- Start a New eRecording Transaction
- Retrieve an Existing eRecording Transaction
- Search eRecording Transactions
- Verify eCertified Document
- Modify My User Preferences
- Log out

Click on the "Verify eCertified Document" task.

Browse for the document you want to verify by clicking on the "Browse" button. When the document you wish to verify is specified in the path field, click on the "Verify Document" button.

Verify Certified Document :: USPS Electronic Postmark

Use this utility to verify the electronic postmark of a certified document.

Document: C:\Certified Documents\eCert_2007001 [Browse...] [Verify Document]

The system will verify the document with a "Document Verified" status. Otherwise, the status will read "Document Not Verified." You can check more documents if so desired. Click on the "Done" icon ✓ Done when you are finished verifying to return to the home screen.

Verification Results

Document: eCert_2007001484_10000k495cj.pdf

Status: Document Verified ✓

Status Details: Document postmark verified.

Verification Results

Document: CoverPageECert.pdf

Status: Document Not Verified ✗

Status Details: File carries NO USPS Electronic Post Mark: receipt ID not found