

**CERTIFICATE FOR  
MUNICIPALITIES**

I, *(insert name)* \_\_\_\_\_, of *(insert Municipality name)* \_\_\_\_\_, Do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of *(insert name of State)* \_\_\_\_\_
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality;
3. I am duly authorized to issue certificates with respect to the contents of such books;
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date:*(insert meeting date)*\_\_\_\_\_.

**RESOLVED:** That this Municipality shall enter into a contract with the State of New Hampshire, acting by and through the \_\_\_\_\_

\_\_\_\_\_ providing for the performance by this Municipality of certain services as documented within the foregoing Lease, and that the official listed, *(document the title of the official authorizing the contract, and document the name of the individual filling that position)*\_\_\_\_\_

\_\_\_\_\_, on behalf of this Municipality, is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

**RESOLVED:** That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated: *(fill in the appropriate names of individuals for each titled position)*  
Municipality Mayor: \_\_\_\_\_  
Municipality Clerk: \_\_\_\_\_  
Municipality Treasurer: \_\_\_\_\_

**IN WITNESS WHEREOF:** As the Clerk/Secretary of this municipality, I sign below upon this date: *(insert date of signing)* \_\_\_\_\_

Clerk/Secretary *(signature)* \_\_\_\_\_  
In the State and County of: *(State and County names)* \_\_\_\_\_

**NOTARY STATEMENT:** As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: \_\_\_\_\_  
\_\_\_\_\_, COUNTY OF: \_\_\_\_\_ UPON THIS DATE *(insert full date)* \_\_\_\_\_, appeared before me *(print full name of notary)* \_\_\_\_\_  
\_\_\_\_\_, the undersigned officer personally appeared *(insert officer's name)* \_\_\_\_\_

\_\_\_\_\_ who acknowledged him/herself to be *(insert title, and the name of municipality)* \_\_\_\_\_ and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality.

**In witness whereof I hereunto set my hand and official seal.** *(Provide signature, seal and expiration of commission)*

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