

Ministry of Public Services

Department of Civil Records

123 Government Avenue, Cityville

Phone: (123) 456-7890 | Email: info@civilrecords.gov

Date: April 27, 2025

To Whom It May Concern,

**Subject: Official Certification of Record**

This is to officially certify that Mr. John Doe, holder of National ID No. 123456789V, has duly completed the required formalities under the jurisdiction of the Ministry of Public Services.

This certificate is issued upon his request for official verification purposes.

Should you have any further inquiries, please feel free to contact our office during working hours.

Thank you.

Sincerely,

Jane Smith

Chief Administrative Officer