Certifying Documents

Who can certify a document?

A person who can certify documents as true copies should be a professional person or a person of good standing in the community. The list that follows gives examples of the type of person that would be suitable. The person should not be related by birth or marriage to the applicant, be in a personal relationship with the applicant or live at the same address.

- Armed forces officer
- Bank or building society official
- Barrister
- Civil servant
- Chartered accountant
- Dentist, doctor, nurse or optician
- Director
- Engineer (with professional qualifications)
- Financial services intermediary (stockbroker/insurance broker)
- Local government officer
- Member, associate or fellow of a professional body
- Member of parliament
- Merchant Navy Officer
- Solicitor or notary
- Surveyor
- Teacher, lecturer
- Pharmacist
- Police officer

How to certify a document

Take the photocopied document and the original and ask the person to certify the copy.

The person certifying documents should :

- include the words "Certified to be a true copy of the original seen by me"
- sign and date
- print their name
- confirm their occupation
- add their address and telephone number