

Certified Documents

What is a certified document?

The Registry will on occasion ask you to provide certified copies of documents. Certification of a document confirms that it is a true copy of the original by getting it signed and dated by a professional person, like a solicitor.

Copies of documents that can be certified include:

- passports
- photocard driving licences
- bank/building society or credit card statements
- gas, electricity or other utility bills
- letters from a hospital/doctor

Who can certify a document?

Your document must be certified by a professional person or someone well-respected in your community ('of good standing'). You could ask the following if they offer this service:

- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- solicitor or advocate

The person you ask should not be:

- related to you
- living at the same address
- in a relationship with you.

How do you certify a document?

Take the photocopied document and the original and ask the person to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

Certify a translation

If you need to certify a translation of a document that's not written in English, ask the translation company to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company