



Certifying a Document

A certified document is one that has been signed and dated by a recognised person or organisation as a true copy or translation of the original.

Who can certify a document?

The following may qualify to make a certified copy of your document:

- Solicitor
- Notary Public
- Commissioner of Oaths
- Peace Commissioner

Certified translation

A translator or translation company with an established professional reputation and strong relationships with official organisations may qualify to make certified translations.

How to certify a document

Ask the person or organisation you have contacted to create a copy or translation of your document. Then ask them to:

Write '*Certified to be true copy/translation of the original seen by me*' on the document

Sign and date the document

Print their name under the signature

Add their occupation, address and telephone number

Where can I find information about public documents and their certified copies that are exempt from legalisation and the apostille formality within the EU?

Information about documents exempt from legalisation and the apostille formality within the EU [can be found here](#).

If you have questions, please [contact the Citizenship team](#).