

## Certifying Your Documents

There are many people who are able to certify your documents, so that you do not have to send original documents in the post. The following is a list of the most commonly used:

- A local business person or shopkeeper
- A librarian
- A professionally qualified person (e.g., lawyer, teacher or engineer)
- A police officer
- A bank or building society officer
- A civil servant
- A minister of religion
- A magistrate
- A local councilor, an MP, AM, MEP or MSP

This person must certify your documents in a certain way. You should provide them with both the original document and your photocopy and ask them to write or stamp the copy as follows:

“I certify that this is a true copy of the original document”

You must also check that they write or stamp the following information on each of the documents that they are certifying for you:

- The date
- Their signature
- Their name and title printed clearly
- Their personal or business address
- Their registration number (if applicable)

If you have any further questions about what you need to do to verify your documents, please call any of us at Proactive Education Recruitment.