

CERTIFYING DOCUMENTS

What does it mean to have documents certified?

Copies of documents requested and provided in support of an application must be certified as true copies of the original documents.

Who can certify a true photocopy of original documents in Canada?

- accountant
- chief of First Nations band
- commissioner for oaths
- funeral director
- justice of the peace
- lawyer, magistrate, notary
- manager of a financial institution
- medical and health practitioner: chiropractor, dentist, doctor, naturopathic doctor, nurse practitioner, ophthalmologist, optometrist, pharmacist, psychologist, a registered nurse
- member of parliament or their staff
- member of a provincial legislature or their staff
- minister of religion
- municipal clerk
- an official of a federal or provincial government department, or one of its agencies
- an official of an embassy, consulate or high commission
- an official of a country with which Canada has a reciprocal social security agreement
- police officer
- professional engineer
- social worker
- teacher or university professor

Please note:

- You cannot certify photocopies of your own documents.
- You cannot ask your relative to certify your document.

A person certifying your documents must:

- Compare the original document to the provided photocopy
- Include this statement: ***This photocopy is a true copy of the original document which has not been altered in any way***
- Sign and date the photocopy
- Print their name and official position