

Certifying a document

Certify a document as a true copy of the original by getting it signed and dated by a regulated professional person, like a licenced conveyancer or solicitor.

When you make a request to The Council for Licensed Conveyancers for your file, monies owing to you or something else, you may be asked to provide documents that are certified as true copies of the original.

Copies of documents that can be certified include:

- passports
- photocard driving licences
- letters from a government department
- bank/building society or credit card statements
- gas, electricity or council tax bills
- letters from a hospital/doctor

Who can certify a document

We require you to ask a regulated professional person to certify documents. Some examples of the type of person you can ask are:

- a licensed conveyancer, solicitor or barrister
- a doctor
- a nurse
- a dentist
- an accountant
- a financial advisor
- an architect
- a police officer

We will also accept documents certified by the Post Office.

The person you ask shouldn't be:

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

Check with the organisation that needs the certified copy - they may have specific rules for who can certify a document.

How to 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, licence/registration number, address and telephone number

The person certifying the document may charge you a fee.

Certifying a translation

If you need to certify a translation of a document that's not written in English or Welsh, 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

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