

## **What documents can be authenticated**

- While authentication does not relate to a document's content, we reserve the right to refuse to authenticate a document if a document's content is misleading or we believe that a document is to be used for a fraudulent purpose. You will be informed if the document cannot be authenticated. We may also refer the matter to the Royal Canadian Mounted Police.
- We only authenticate those documents that you specifically request to be authenticated.
- We only authenticate Canadian public officials' signatures on documents issued in Canada. ***Exception: We can authenticate the signature and seal of an official of a country's embassy, high commission or consulate accredited to Canada. Please ensure that the signatory's name is printed in the Latin (western) alphabet.***
- Canadian religious documents will not be authenticated, even if they are certified by a Canadian notary public or Commissioner of Oaths.
- Photocopies must be certified appropriately as true copies by a Canadian notary public or a Commissioner of Oaths. If this procedure is not followed, they will be returned to you without having been authenticated.
- Please refer to the rules of the province or territory where the document is to be certified with respect to who may be able to certify documents appropriately.

### **Birth, marriage, divorce or death documents**

- We only authenticate original long-form birth, marriage or death certificates issued by the office of vital statistics (mainly signed by the Deputy Registrar or Registrar General) of the relevant province or territory. ***Note: We do not authenticate plastic, wallet-sized versions of these certificates.***
- Marriage search documents issued by the Province of Ontario must be notarized before they will be authenticated.
- Photocopies of birth, marriage or death certificates can be authenticated. However, they must be certified appropriately as true copies by a Canadian notary public or a Commissioner of Oaths. If the photocopies you send are not certified appropriately, they will be returned to you without being authenticated.
- Divorce certificates and similar divorce related documents (divorce orders, divorce judgments etc.) must be issued by a Canadian court. They must bear the original signature of the relevant court clerk or registrar as well as the court seal or stamp. If the signature is not legible you must have the clerk print their name or apply a stamp bearing their printed name.
- We do not authenticate funeral homes death certificates.
- Religious documents will not be authenticated even if they are certified appropriately by a Canadian notary public or Commissioner of Oaths. Examples include:
  - baptismal certificates;
  - religious marriage certificates; or
  - documents issued by a religious institution.

### **Education documents**

- We only authenticate degrees or student transcripts issued by Canadian educational institutions recognized by the provincial/territorial ministries of education.
  - Original Canadian university or college degrees, transcripts or letters must be signed and

sealed by the relevant office of the registrar, and a full signature, name and title must appear on the document.

- Original Canadian high school or elementary school diplomas and transcripts must be signed by the principal or vice-principal of the school that issued the documents, and a full signature, name and title must appear on the document. School documents other than diplomas and transcripts must be notarized before they will be authenticated.
- If you request your document to be sent directly from an educational institution, it must be accompanied by the “request form”. Failing to do so will result in your document not being authenticated and returned to the institution.
- We cannot authenticate the following unless they are notarized:
  - course certificates;
  - Teachers of English to Speakers of Other Languages (TESOL) certificates;
  - award certificates; or
  - other documents issued by educational institutions that are not degrees or transcripts.
- Photocopies of degrees and transcripts can be authenticated. However, these must be certified appropriately as true copies by either the relevant office of the registrar, principal or vice-principal, a Canadian notary public or Commissioner of Oaths.

#### **Criminal record checks (police clearance) or fingerprint certificates**

- Criminal record checks, fingerprint certificates and documents originating from any local or provincial police station in Canada must first be certified appropriately as a true copy by a Canadian notary public or a Commissioner of Oaths. **Exception: Documents issued directly by RCMP headquarters (black and white version with RCMP seal) in Ottawa do not need to be notarized.**