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**Certified Copies Guidance**

**Degree certificates**

For any completed degrees we require a certified copy of the degree certificate.

**Who can certify a document**

**Option 1:** Your document must be certified by a professional person or someone well-respected in your community (‘of good standing’). You could ask the following if they offer this service:

* bank or building society official
* councillor
* minister of religion
* dentist
* chartered accountant
* solicitor or notary
* teacher or lecturer

The person you ask must not be:

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

**Option 2:** The Post Office also offer a document certification service.

**Option 3:** You can bring your documents to the Inn in person and we will take copies and certify them for you. You **must not** send your original certificates by post as we will not be responsible for its safe return to you.

**How to certify a document**

Take a photocopy of your certificate and then take the copy 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, address and telephone number. Alternatively, this information can be added using a stamp

The person certifying the document may charge you a fee.