

Certification of Passport

Citizenship Application – Identity Document Certification



Important guidance to complete this form

- This form must be completed by an **Authorised certifier** which is a Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public.
- The authorised certifier must compare the original passport with the photocopy attached to this sheet and certify that it is a true copy.

Failure to correctly certify the passport copy may result in the application being returned for correction and cause a delay in processing your application.

What you need



Documents required to certify your Passport

You will need to bring:

- your original passport
- a colour photocopy of the biometric page of your passport
- a printed copy of this form.



What will the authorised certifier do

The authorised certifier will:

- Check your original passport to confirm your identity
- Check that the photocopy matches with your passport. They will then certify, sign and date the photocopy to confirm it matches the original document.
- Complete and sign the Passport Certification form.



Uploading the documents

You will need to:

- Scan the completed certified form
- Scan the signed colour copy of the bio-data page of your passport
- Ensure that they are clear and legible
- Log in to your online forms account and upload the documents



Submission Checklist

Before uploading your documents to the online application portal, check the following:

- The authorised certifier has seen the original document.
- The authorised certifier has written on the photocopy of your passport: "Certified to be a true copy of the original document seen by me."
- The authorised certifier has signed and dated the photocopy of the document.
- The authorised certifier has completed and signed the certification form.



Certification of Passport



Citizenship Application – Identity Document Certification

This form must be completed by an **Authorised Certifier** who has seen the original passport and can certify that the attached colour copy is a true copy of the original passport.

Please use **BLOCK CAPITALS** when completing this form.

Section 1: Applicant Details

Surname (as shown on passport)

Forename(s) (as shown on passport)

Date of Birth (day/month/year)

D	D	/	M	M	/	Y	Y	Y	Y
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Passport Number

Issuing Country:

PPS Number (If Applicable)

Section 2: Certification

I hereby certify that:

- I have seen the original passport.
- The attached colour copy of the passport (including the biometric page) is a true copy of the original document.
- The copy has not been altered.

I make this certification knowing that it is for a **citizenship application**.

I am (tick as appropriate)

Solicitor Commissioner for Oaths Peace Commissioner Notary Public

Full Name of Certifier (print clearly)

Professional Registration Number

Business Address

Official Stamp (if applicable):

Contact Telephone or Email
(if required for verification)



Signature of Authorised Certifier

____/____/____
Date (day/month/year)