

CERTIFICATION REQUIREMENTS

The Certified Identity Confirmation form

The **original** of this form must be certified by an acceptable certifying official.

Passport or other documents

The certifying official must see and photocopy the passport or other original documents and certify the photocopies.

INSTRUCTIONS FOR THE CANDIDATE

Please print page 2 to bring to the certifying official. It is **your responsibility** to ensure that your documents are properly certified according to these requirements.

It is important that candidates verify ahead of time that the certifying official has:

- The mandate and offers certification services in **ENGLISH OR FRENCH**
- An **ENGLISH OR FRENCH** seal or stamp

Please note:

- Improper certification will result in delays
- Candidates must NOT certify their own documents
- Candidates are responsible for the costs of certification
- If your passport is written in more than one language, one of which is English or French, you do not need to have it translated. The MCC will inform you if a translation of the certified copy of your passport is required.

ACCEPTABLE CERTIFYING OFFICIALS

The MCC accepts certification from the officials below if it is within their mandate and they offer these services

| | |
|---|--|
| <i>In any country</i> | <ul style="list-style-type: none"> • Authorized representatives at the Dean or at the Registrar offices of the candidate's faculty (school) of medicine • Notary public • Lawyers (member of an official bar association) • First-class magistrates, judges/justices of the peace • Officials at some embassies or consulate (if it is a service that they provide) |
| <i>In the United States only</i> | <ul style="list-style-type: none"> • An official listed as acceptable in any country (above), as well as: <ul style="list-style-type: none"> ◦ Commissioner of oaths (provided that they have an official government agency appointment and an ENGLISH OR FRENCH seal or stamp) |
| <i>In Canada only</i> | <ul style="list-style-type: none"> • An official listed as acceptable in any country (above), as well as: <ul style="list-style-type: none"> ◦ Commissioner of oaths (provided that they have an official government agency appointment and an ENGLISH OR FRENCH seal or stamp) ◦ Mayor ◦ Police officer (municipal, provincial or RCMP; contact information must include badge number and headquarter location) |

INSTRUCTIONS FOR THE CERTIFYING OFFICIAL

THE CERTIFIED IDENTITY CONFIRMATION FORM

- The **original** of this form **MUST** be certified by the certifying official
- As the certifying official, your seal or stamp **MUST** cover a portion of the photograph, on the **FRONT** and to the **RIGHT**. Certification done on the back of the photo will **NOT** be accepted. The seal or stamp must be in **ENGLISH OR FRENCH**. **ONLY** the top photograph should be certified.
- As the certifying official, you **MUST** also complete the section under "Certifying Official"

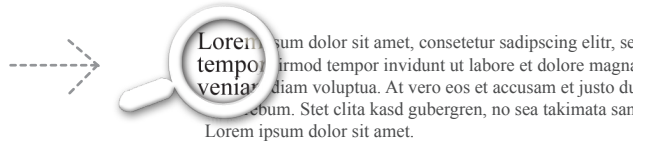
PASSPORT OR OTHER DOCUMENTS

As the certifying official, you:

- **MUST** see and photocopy the passport or other original documents and certify the photocopies
- Are not asked to certify the authenticity or the content of a document, only that you have **SEEN** the original

1. The **CERTIFYING OFFICIAL** must photocopy the originals and ensure:

- 1.1 That the **DOCUMENT'S BORDERS**, **TEXT** (including signatures), and **IMAGES** are legible and clear

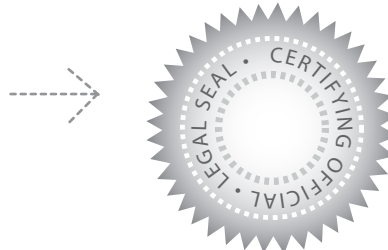


2. The **CERTIFYING OFFICIAL** must include the following on each page:

- 2.1 The Certifying Official **MUST** include his/her name → *Mr. / Ms. Certifying Official*

- 2.2 The Certifying Official **MUST** include his/her contact information → *123 Any Street, Anycity, Anycountry
certifyingofficial@server.com
tel.: 613-555-5555*

- 2.3 The Certifying Official **MUST** apply his/her **ENGLISH OR FRENCH** seal or stamp




2.4 The Certifying Official **MUST DECLARE** and **WRITE**

EITHER → in English: *"I certify this to be a true copy of the original"*

OR → in French: *"Je certifie que la présente est une copie conforme à l'original"*

- 2.5 The Certifying Official **MUST DATE** the certification → *example: January 1, 2023*

- 2.6 The Certifying Official **MUST SIGN** the certification →  *signature*