

Document Certification

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- It is the **candidate's responsibility** to read and review PCRC's certification requirements and to ensure that **the certifying official follows PCRC's instructions** exactly.
- Improper certification results in **delays**.
- Certification procedures can vary widely.*
- **Candidates should not sign** anywhere on their own documents. Only the certifying official should sign the document.*

*In many places such as Quebec, New Jersey, California, etc. candidates are required by the certifying official to sign their own documents. This does not conform to PCRC's requirements and will render the document unacceptable.

- If it is not within the certifying official's power to certify the documents precisely as detailed [below](#), please have the certification done by another type of PCRC-recognized certifying official.
- Documents must be certified only by certifying officials deemed **acceptable to PCRC** (see [below](#) for a list of acceptable certifying officials).
- The photocopy of the document must capture 100% of the contents in the original document including any emblems, document borders, etc.
- Colour copies are acceptable.
- Documents that have been certified according to PCRC requirements are acceptable for submission to PCRC for up to 5 years from the date of certification.
- An example of a correctly certified passport is available at http://www.pcrc.org/en/guides/certification_sample.shtml
- Candidates must cover any costs related to document certification.

Documents will not be accepted for source verification if:

- they have not been certified, or
- they were not prepared by an **acceptable** certifying official (see below), or
- they do not precisely follow the document certification procedures.

PCRC requires certification of the following documents:

- Final Medical Degree
- Medical Transcript
- Postgraduate Medical Training Certificate(s)
- Specialty Certificate(s)
- Identification Document(s)
- Medical License / Registration Certificate(s) in another jurisdiction
- Proof of Name Change, if applicable
- Certified Identity Confirmation form
- Other supporting documents that must be translated (see "[Translation Requirements](#)") *

*PCRC will only accept ORIGINAL translations. Do not submit a certified copy of a translation. The original document should be certified, but not the translation.

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Acceptable certifying officials

Note: Certification by an official of an institution that issued a medical document (e.g., dean, vice-dean, registrar of a medical school) is acceptable provided that:

- the document being certified was issued by the official's institution,
- the document is certified as a "**True Copy of the Original**" in English or French,
- certification includes the institution's original seal or stamp,
- the official's name and signature are clear and visible.

In Canada – Certification by one of the following is acceptable provided that the person is a registered member of his/her professional association at the time the certification is done:

- i. Commissioner of Oaths
- ii. Judge, Magistrate
- iii. Justice of the Peace
- iv. Lawyer (member of a provincial bar association)
- v. Mayor
- vi. Notary Public
- vii. Police officer (municipal, provincial or RCMP)

In the United States of America – Certification by one of the following is acceptable provided that the person is a registered member of his/her professional association at the time the certification is done:

- i. Commissioner of Oaths
- ii. Judge, First-Class Magistrate
- iii. Notary Public
- iv. Lawyer / Attorney-At-Law

In Australia or New Zealand - Certification by one of the following is acceptable provided that the person is a registered member of his/her professional association at the time the certification is done:

- i. Lawyer
- ii. Notary Public
- iii. Justice of the Peace
- iv. Official at a Canadian, American or British Embassy / Consulate / High Commission Office

In a country belonging to the European Union (EU)* – Certification must be done by one of the following:

- i. Lawyer
- ii Notary public
- iii Commissioner of Oath
- iv. Official at a Canadian, American or British Embassy / Consulate / High Commission Office

* See the following website for a list of EU member states:
http://europa.eu/abc/european_countries/index_en.htm

Other countries – Certification should preferably be done by an official at a Canadian Embassy or Consulate. If there is no Canadian Embassy or Consulate in the country of residence, certification from an American or British Embassy or Consulate of High Commission Office is also acceptable.

Candidates who encounter problems with certification may contact PCRC at
<http://www.pcrc.org/en/contact.shtml>

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Certification Procedures

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Note: PCRC does not ask that you certify the authenticity or content of a document, only that you have seen the original.

- As the certifying official, you must see the original document (not a certified copy of an original), make a photocopy of the original document and **certify each photocopied page** using the following wording: "**I certify this to be a true copy of the original.**"
- Please ensure that every photocopy:
 - contains 100% of the contents of the original document
 - is clear so that all text can be easily read
 - if it contains images, they must be clear (a color photocopy may be required).
- On every page of the photocopied document:
 - apply your official stamp or seal of office,
 - give the expiry date of your commission, if applicable,
 - apply **your** signature, and print your name and the date clearly. The only signatures on the document should be yours. The candidate should not sign the document.
 - certify every side of the copy that contains text.

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