

Client Information

Certified True Copies

Information on certified true copies of original documents

Certified true copies

Certified true copies of a document are exact copies that have been certified by a lawyer or notary public to be exact copies. A certified true copy should stand in the place of an original in many situations. Sometimes this process is called 'document notarisation' or 'certified notarisation'. Occasionally it is referred to as 'document verification' or 'document validation'. This power comes from the *Notaries and Commissioners Act* in Alberta and similar legislation across Canada.

Why do you need a certified true copy?

The most common reasons that you will need a certified true copy of a document is that you need to send a document to someone but need to keep the original. For instance, a government body or financial institution needs to confirm that you have a document, a degree, or a will.

Other times a certified true copy is made so that the originals do not get lost.

What types of documents can you make a certified true copy of?

Some of the documents of which a lawyer or notary may make a certified true copy include, but are not limited to:

- Degrees
- Transcripts
- Passports
- Marriage Certificates
- Death Certificates
- Police Record Checks
- Diplomas
- Work Permits
- Birth Certificates
- Divorce Certificates
- Wills
- Identification

The process for making a certified true copy

Lawyers and notaries will make an exact copy of the document requiring certification. We will then apply a certified true copy stamp or notarial certificate to the document and sign, stamp and seal the document as a notary public.

Do I need an original document to make a copy?

Yes. We must see the original document. We can only make a certified copy of a document that we can examine the original of. If you bring in a photocopy of the document, we cannot make a certified true copy of it as an original.