

# HOW TO CERTIFY YOUR DOCUMENTS



Your passport and driver's licence or birth certificate, academic transcript and qualification must be certified by a person of suitable authority from your local community or country. We do not accept if your documents are not verified/certified appropriately.

## The people who can certify your documents:

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- » A Lawyer
- » A Notary Public
- » A Justice of the Peace
- » A Commissioner of Oaths
- » A Court Registrar or Deputy Registrar
- » A Member of Staff at a New Zealand Embassy

## The authorised person must note on the copied document:

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1. "Certified true copy"
2. His/her authority
3. His/her name
4. His/her signature
5. **His/her official stamp**
6. **Certification must be done in English for it to be accepted**

### Example:



CERTIFIED ORIGINAL SIGHTED AND THIS IS A PHOTOCOPY OF THAT ORIGINAL

Signature M. Sample  
Name M. E. Sample  
Authority JUSTICE OF THE PEACE  
Date 12.09.2009

