



Certification Requirements

Physician Credentials Registry of Canada (PCRC) / Medical Council of Canada (MCC)

Definition of Certification:

A PCRC / MCC certification signifies that the certifying official has to see the original document before copying it, in order to produce a true copy of the original.

1.0 Instructions for the Candidate

- Your documents must be certified as a true copy of the original by an acceptable certifying official.
- It is the candidate's responsibility to read and review the PCRC / MCC certification requirements and to ensure that the certifying official follows PCRC / MCC instructions exactly ([see section 5 below](#)).
 - Improper certification results in **delays** and may include additional **fees**.
- Candidates should not sign/certify anywhere on their own documents. Only the certifying official* should sign the document.
 - *In many places such as Quebec, New Jersey, New York, California, etc. candidates are required by the certifying official to sign their own documents. This does not conform to PCRC / MCC requirements and will render the document unacceptable.
- Documents must be certified only by certifying officials deemed acceptable to PCRC / MCC ([see list of acceptable certifying officials below](#)).
- Color copies are acceptable.
- Certification must be done in English or French.
- Documents that have been certified according to PCRC / MCC requirements are acceptable for submission to PCRC / MCC for up to 5 years from the date of certification (i.e., the certification date on your documents must not exceed five years).
- Candidates must cover any costs related to document certification.
- PCRC / MCC does not return submitted documents.
- **An example of a correctly certified passport is available at http://www.pcrc.org/en/guides/certification_sample.shtml**

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Acceptable Certifying Officials

2.0 Certification by the Issuing Institution

A copy of the document can be certified by an official at the institution that produced / issued the original document provided that:

- 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 certifying official's name, title, signature and date are clear and visible.

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3.0 Documents Certified in Canada

Certification by one of the following is acceptable *provided that* the person is a registered member of his or her professional association at the time the certification is done.

In Canada

- a. Commissioner of Oaths:
 - Provided that they have an official government agency appointment and a seal or stamp
- b. Judge, Magistrate
- c. Justice of the Peace
- d. Lawyer (member of a provincial bar association)
- e. Mayor
- f. Notary Public
- g. Police officer (municipal, provincial or RCMP. Must include badge number and headquarter location)

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4.0 Documents Certified outside of Canada

Certification by one of the following is acceptable *provided that* the person is a registered member of his or her professional association at the time the certification is done.

In the United States of America

- a. Commissioner of Oaths:
 - Provided that they have an official government agency appointment and a seal or stamp
- b. Judge, First-Class Magistrate
- c. Notary Public
- d. Lawyer / Attorney-At-Law

In Australia or New Zealand

- a. Lawyer
- b. Notary Public
- c. *Justice of the Peace*
- d. *Official at one of the following* Embassy, Consulate or High Commission Office
 - Canadian
 - American
 - British



	<ul style="list-style-type: none"> ▪ Australia ▪ New Zealand ▪ France
<p>In a country belonging to the European Union (EU)*</p>	<ul style="list-style-type: none"> a. Lawyer b. Notary public e. Official at one of the following Embassy, Consulate or High Commission Office <ul style="list-style-type: none"> ▪ Canadian ▪ American ▪ British ▪ Australia ▪ New Zealand ▪ France <p>* See the following website for a list of EU member states: http://europa.eu/abc/european_countries/index_en.htm</p>
<p>Other countries</p>	<p>Official at one of the following Embassy, Consulate or High Commission Office</p> <ul style="list-style-type: none"> ▪ Canadian ▪ American ▪ British ▪ Australia ▪ New Zealand ▪ France

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5.0 Requirements that the certifying official must follow

PCRC / MCC 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 (in English or French): **"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 including any emblems, document borders, seals, etc.
 - is clear so that all text and images can be easily read (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, title, contact information, 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 all pages that contain text.



It is the candidate's responsibility to read and review the PCRC / MCC certification requirements. Please ensure that the resulting certified document includes all the required elements outlined above.