

CERTIFICATION REQUIREMENTS

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

Certified copies are required. In order to meet MCC/PCRC certification requirements, you must present your original document to the certifying official who must photocopy the document and certify the copy as a true copy of the original as described below.

1 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 MCC/PCRC certification requirements and to ensure that the certifying official follows these instructions exactly (see section 5 below).
 - * Improper certification may result in delays and additional fees.
- Candidates should not sign/certify anywhere on their own documents. Only the certifying official should sign/certify the document.
 - ** In many places such as Quebec, New Jersey, New York, California, etc. candidates are required by the certifying official to sign/certify their own documents. This does not conform to MCC/PCRC requirements and will render the document unacceptable.
- Documents must be certified only by certifying officials deemed acceptable (see list of acceptable certifying officials below).
- Colour copies are acceptable.
- Certification must be done in English or French.
- Documents that have been certified according to MCC/PCRC requirements are acceptable for up to 5 years from the date of certification.
- Candidates must cover any costs related to document certification.
- Original documents will NOT be returned.
- Examples of correctly certified documents are available at:
http://www.mcc.ca/pdf/example_CIC_en.pdf and http://www.mcc.ca/pdf/certification_sample_en.pdf

ACCEPTABLE CERTIFYING OFFICIALS

2 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.

3 Documents certified in Canada

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

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| <ul style="list-style-type: none"> • Commissioner of oaths (provided that they have an official government agency appointment and a seal or stamp) • Judge • Justice of the peace • Lawyer (member of a provincial bar association) | <ul style="list-style-type: none"> • Mayor • Notary public • Police officer (municipal, provincial or RCMP; contact information must include badge number and headquarter location) |
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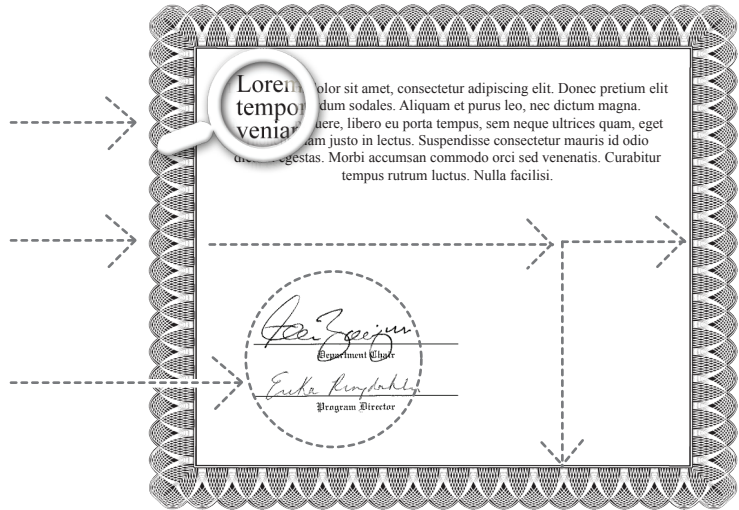
ACCEPTABLE CERTIFYING OFFICIALS

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4	Documents certified outside Canada	
<p>Certification by one of the following officials is acceptable provided that the person is a registered member of his or her professional association at the time the certification is done.</p>		
<i>In the United States of America</i>	<ul style="list-style-type: none"> • Commissioner of oaths (provided that they have an official government agency appointment and a seal or stamp) • Judge • Notary public • Lawyer/attorney-at-law 	
<i>In Australia or New Zealand</i>	<ul style="list-style-type: none"> • Lawyer • Notary public • Justice of the peace • Official at one of the following embassy, consulate or high commission office of: <ul style="list-style-type: none"> <li style="width: 50%;">◦ Canada <li style="width: 50%;">◦ Australia <li style="width: 50%;">◦ United States <li style="width: 50%;">◦ New Zealand <li style="width: 50%;">◦ United Kingdom <li style="width: 50%;">◦ France 	
<i>In a country belonging to the European Union (EU)*</i>	<ul style="list-style-type: none"> • Lawyer • Notary public • Official at one of the following embassy, consulate or high commission office of: <ul style="list-style-type: none"> <li style="width: 50%;">◦ Canada <li style="width: 50%;">◦ Australia <li style="width: 50%;">◦ United States <li style="width: 50%;">◦ New Zealand <li style="width: 50%;">◦ United Kingdom <li style="width: 50%;">◦ France 	
<p>* See the following website for a list of EU member states: http://europa.eu/abc/european_countries/index_en.htm</p>		
<i>Other countries</i>	<ul style="list-style-type: none"> • Official at one of the following embassy, consulate or high commission office of: <ul style="list-style-type: none"> <li style="width: 50%;">◦ Canada <li style="width: 50%;">◦ Australia <li style="width: 50%;">◦ United States <li style="width: 50%;">◦ New Zealand <li style="width: 50%;">◦ United Kingdom <li style="width: 50%;">◦ France 	
5	Instructions for the certifying official	
<p>As a certifying official you are not asked to certify the authenticity or content of a document, only that you have seen the original.</p>		
<ul style="list-style-type: none"> • As the certifying official, you must see and photocopy 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: <ul style="list-style-type: none"> ◦ contains 100% of the contents of the original document including any emblems, document borders, seals, etc., ◦ is clear so that all text, images and signatures can be easily read (a colour photocopy may be required). • On every page of the photocopied document: <ul style="list-style-type: none"> ◦ apply your official stamp or seal of office, ◦ print your name, title and contact information clearly, ◦ give the expiry date of your commission, if applicable, ◦ apply your signature and the date. The only signature on the document should be yours. The candidate should NOT sign/certify the document, ◦ certify all pages that contain text. 		
<p>It is the candidate's responsibility to read and review the MCC/PCRC certification requirements. Please ensure that the resulting certified document includes all the required elements outlined above.</p>		

1 The CERTIFYING OFFICIAL must photocopy the originals and ensure the following:

- 1.1 That **ALL DOCUMENT TEXT AND IMAGES** are legible and clear
- 1.2 That **ALL BORDERS** are complete and fully captured on the certified copy
- 1.3 That **ALL SIGNATURES** are fully captured on the certified copy



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

As the certifying official you are not asked to certify the authenticity or the content of a document, only that you have SEEN the original.

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 stamp or seal on the document



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



I certify this to be a true copy of the original

2.5 The **Certifying Official MUST DATE** the certification:



example: January 1, 2011

2.6 The **Certifying Official MUST SIGN** the certification:



signature