



**Certification Identification Document**

## Certification Identification Document

Simple (non-certified) copy of the passport/ID card is sufficient if the total amount of your business value does not exceed 5,000 EUR and you pay funds or commission from a financial institution which is registered in any EU Member State, Australia, Brazil, Canada, Hong Kong, India, Republic of Korea, Mexico, Singapore, South Africa or Switzerland.

In all other cases, the certification has to be made by a public notary or an official of identical power.

The certification has to be made by a public notary or an official of identical power. Documents can also be certified by an authority (police station, court, embassy) or a major bank.

You may get a certification from the following persons / entities / offices:

- Notary Public
- Solicitor (only in UK)
- Police
- Member of Judiciary
- Town Hall / Senior Civil Servant
- Embassy, Consulate or High Commissioner of the country of issue of the document
- Bank or equivalent regulated financial institution
- Commissioner for oaths (e.g. UK former territories, Canada, Malaysia)
- Justice of Peace (only in Australia and New Zealand)
- Post Office (only in UK, Switzerland, Germany, Portugal, Australia and where this is usual practice)

IMPORTANT: The list above is not exhaustive; feel free to contact us for further information relating to your country especially if you encounter difficulties in obtaining a certification.

CONSORTIUM DIPLOMATIQUE EUROPÉEN may refuse a certification at its own discretion, do not hesitate to consult your personal manager beforehand.

To be accepted by CONSORTIUM DIPLOMATIQUE EUROPÉEN your certification of passport / ID photocopy must be as follows:

1. The certification should contain:
  - a. the text "Certified true copy of the original"
  - b. the certifier's name, signature and date of signature, position or capacity (e.g. notary public), contact details such as address, phone number, official company / institutional stamp clearly impressed.

2. The photocopy and picture must be clearly readable and be a clear likeness of the original.
3. The passport / ID must contain a specimen of signature of its holder. If your signature has changed, please sign with your current signature on your copy of passport / ID and ask the certifier to write "Signed in my presence".
4. The certification should be on the same page as the copy of passport / ID or if there are several pages they should be sealed together.
5. The passport / ID must be valid (not out of date) at the time the copy is made.
6. The passport / ID must contain the place of birth of its holder.
7. In case your family name is no longer same as your passport / ID, you must provide us with a certified copy of your marriage certificate or equivalent document.

Please note that a driver's license cannot be accepted as a valid identification document, even when such a license is equivalent to an ID in your country of residence.

Should you have any questions or difficulties in providing certified copies, please contact your personal manager at CONSORTIUM DIPLOMATIQUE EUROPÉEN.

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