

**From:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: Certifying non original documents?  
**Date:** 08 September 2021 09:17:00

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Hi [REDACTED]

I see what you mean and I'd like to say 'yes' – however, I'm going to run this past my colleagues. I'll get back to you on this at some point today, ok?

Thanks.

[REDACTED]  
[REDACTED]  
Programme Support Officer

Phone:

E-mail: [REDACTED]

Newcastle City Council  
City Futures Directorate  
Economic Development Unit  
Civic Centre, 9<sup>th</sup> floor  
Newcastle upon Tyne, NE1 8QH [www.newcastle.gov.uk](http://www.newcastle.gov.uk)



**European Union**

European Structural  
and Investment Funds

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**From:** [REDACTED]@theresruitmentjunction.com>  
**Sent:** 08 September 2021 09:09  
**To:** [REDACTED]@newcastle.gov.uk>  
**Subject:** RE: Certifying non original documents?

Thanks [REDACTED]

Sometimes they bring the wrong docs in, and then they screenshot the originals afterwards – often they can't come back for a month or whatever due to financial issues, so I had hoped we could use the justification in those circumstances. With [REDACTED], he took a photo of this, and emailed it to me, so I'm not sure how that leaves us?

Thanks!

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**From:** [REDACTED]@newcastle.gov.uk>  
**Sent:** 08 September 2021 08:25  
**To:** [REDACTED]@theresruitmentjunction.com>  
**Subject:** RE: Certifying non original documents?

Hi [REDACTED]

Hope you're well and had a lovely time off.

That's great news that you've got lots of information to upload – let me know when

you've done it and I'll try to verify the records.

I don't think there's a wording to certify non-original documents...The wordings that we have are:

- I certify that this is a copy of true original document (use this when you've seen original document).
- I certify that this is a true copy of the electronic document (use this when a physical copy doesn't exist, for example: screenshot of UC account, any contracts that were sent online and a physical copy doesn't exist).

In terms of the POA for [REDACTED] – I'm happy to accept it because it's got all the information. So no justification is needed. All you need to do is to certify it if you've seen it. Is that the case?

When face to face delivery wasn't possible, we came up with asked projects to provide a justification for all the documents that couldn't be certified because of the pandemic. I don't think we're meant to be using it now that projects are allowed to meet the participants.

[REDACTED]  
Programme Support Officer

Phone: [REDACTED]

E-mail: [REDACTED]

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**From:** [REDACTED] [@therecruitmentjunction.com>](mailto:@therecruitmentjunction.com)

**Sent:** 07 September 2021 18:19

**To:** [REDACTED] [@newcastle.gov.uk>](mailto:@newcastle.gov.uk)

**Subject:** Certifying non original documents?

Hi [REDACTED]

I am going to SAVE your answer to this, as I have asked you before at least once! What is the sentence I need to write on docs which are genuine but not originals? In this instance, the partial POA that you approved by email query for [REDACTED], where it is just a half photo of the document that I received, but which does include the essentials (thankfully). And does it also need a justification, or not, because it is the right category of doc?

Thank you – I have quite a backlog of bits to upload...



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