

## CERTIFICATION REQUIREMENTS

### The Certified Identity Confirmation form

The **original** of this form must be certified by an acceptable certifying official (a certified photocopy or a photocopy of the certified original form **will not** be accepted).

### Passport or other documents

The certifying official must see and photocopy the passport or other original documents and certify the photocopies.

## INSTRUCTIONS FOR THE CANDIDATE

Please print page 2 to bring to the certifying official. It is **your responsibility** to ensure that your documents are properly certified according to these requirements.

**It is important that candidates verify ahead of time that the certifying official has:**

- The mandate and offers certification services in **ENGLISH OR FRENCH**
- An **ENGLISH OR FRENCH** seal or stamp

**Please note:**

- Improper certification will result in delays
- Candidates must NOT certify their own documents
- Candidates are responsible for the costs of certification
- If your passport or other documents are in a language other than English or French, you are required to use the translation service offered through your physiciansapply.ca account

## ACCEPTABLE CERTIFYING OFFICIALS

**IMPORTANT: The MCC received notification that as of May 30, 2014, Canadian consular officials will no longer provide document certification services.**

The MCC accepts certification from the officials below if it is within their mandate and they offer these services:

<b><i>In any country</i></b>	<ul style="list-style-type: none"> <li>• Authorized representatives at the Dean or at the Registrar offices of the candidate's faculty (school) of medicine</li> <li>• Notary public</li> <li>• Lawyers (member of an official bar association)</li> <li>• First-class magistrates, judges/justices of the peace</li> <li>• Officials at some embassies or consulate (if it is a service that they provide)</li> </ul>
<b><i>In the United States only</i></b>	<ul style="list-style-type: none"> <li>• An official listed as acceptable in any country (above), as well as: <ul style="list-style-type: none"> <li>◦ Commissioner of oaths (provided that they have an official government agency appointment and an <b>ENGLISH OR FRENCH</b> seal or stamp)</li> </ul> </li> </ul>
<b><i>In Canada only</i></b>	<ul style="list-style-type: none"> <li>• An official listed as acceptable in any country (above), as well as: <ul style="list-style-type: none"> <li>◦ Commissioner of oaths (provided that they have an official government agency appointment and an <b>ENGLISH OR FRENCH</b> seal or stamp)</li> <li>◦ Mayor</li> <li>◦ Police officer (municipal, provincial or RCMP; contact information must include badge number and headquarter location)</li> </ul> </li> </ul>

## INSTRUCTIONS FOR THE CERTIFYING OFFICIAL

### THE CERTIFIED IDENTITY CONFIRMATION FORM

- The **original** of this form MUST be certified by the certifying official (a certified photocopy or a photocopy of the certified original form will not be accepted).
- As the certifying official, your seal or stamp MUST cover a portion of the photograph, to the left or right. The seal or stamp must be in **ENGLISH OR FRENCH**. **ONLY** the top photograph should be certified.
- As the certifying official, you MUST also complete the section under "Certifying Official".

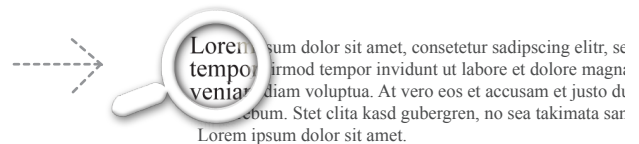
### PASSPORT OR OTHER DOCUMENTS

As the certifying official, you:

- MUST see and photocopy the passport or other original documents and certify the photocopies.
- Are not asked to certify the authenticity or the content of a document, only that you have **SEEN** the original.

1. The **CERTIFYING OFFICIAL** must photocopy the originals and ensure:

- 1.1 That the **DOCUMENT's BORDERS**, **TEXT** (including signatures), and **IMAGES** are legible and clear



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

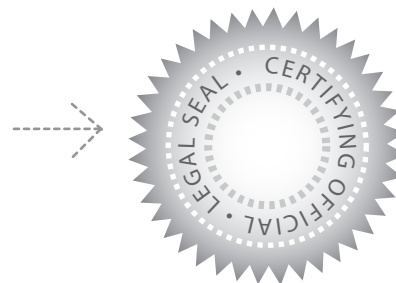
- 2.1 The Certifying Official MUST include his/her name

→ *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 **ENGLISH OR FRENCH** seal or stamp



- 2.4 The Certifying Official MUST DECLARE and WRITE

<b>EITHER</b>	in English: →	<i>"I certify this to be a true copy of the original"</i>
<b>OR</b>	in French: →	<i>"Je certifie que la présente est une copie conforme à l'original"</i>

- 2.5 The Certifying Official MUST DATE the certification:

→ *example: January 1, 2016*

- 2.6 The Certifying Official MUST SIGN the certification:

→  *signature*

**SAMPLE ONLY**  
**DO NOT COMPLETE THIS FORM**  
**CERTIFIED IDENTITY CONFIRMATION**

**Candidate:** I, the undersigned, hereby certify under oath that I am the person named in this Certified Identity Confirmation document and that the photograph attached hereto is a photograph of me which was taken within six (6) months of the date of submission of this Certified Identity Confirmation document. I acknowledge that this Certified Identity Confirmation document shall expire and cease to be valid five years following the date of its acceptance by MCC.

Current legal name (given name(s) and surname): \_\_\_\_\_

Date of birth: 19\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
( yy / mm / dd )

**Certifying Official:**

I certify that, on the date set forth below, the individual named on this form did appear personally before me and that I did identify this individual by: (a) comparing his/her physical appearance with the photograph on the valid government-issued identifying document(s) presented by the individual and with the photograph affixed hereto, and (b) comparing the individual's signatures made in my presence on this form with the signature on his/her valid government-issued identifying document(s). The statements in this document are subscribed and sworn before me by the individual on

this \_\_\_\_\_ day, in the month of \_\_\_\_\_

In my capacity as: \_\_\_\_\_

At: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

As the certifying official, your seal or stamp must cover only a portion of the photograph. The seal or stamp **MUST** be in **ENGLISH OR FRENCH**.

**NOTE:** Once completed, this form represents a legal document confirming identity. Any corrections made to the information entered above must be initialed by the certifying official.

**Candidate:** Please attach a **second identical photograph** of me, which was taken within six (6) months of the date of submission of this Certified Identity Confirmation document, to be used for examination and/or for verification purposes, as applicable.

MCC Candidate Code: \_\_\_\_\_

Photograph Requirements:

- ▶ Must be current, i.e. taken within the past six (6) months.
- ▶ Must be colour (black and white photos are not accepted).
- ▶ Should be passport-size, approximately 50 mm (2 inches) wide by 70 mm (2 3/4 inches) long.
- ▶ Must be passport-quality, i.e. full-face and very clear with contrasting background. Scanned photographs are not passport-quality and therefore not acceptable.
- ▶ Must be an original, i.e. not taken from an existing photo.

To be left **BLANK** for **STUDENT** applicants.

Second identical photo required here attached with one piece of scotch tape.

This second photo **SHOULD NOT** be certified; **ONLY** the above photo.

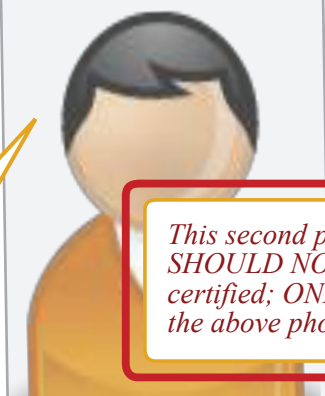
Applicants **MUST** sign here.

Certifying official's seal or stamp (in **ENGLISH or FRENCH**) must cover only a portion of the photo.



*J. Newton*

Candidate's signature



*J. Newton*

Candidate's signature



*Certifying official's  
contact information.*

**Mr./Ms. Certifying Official**  
123 Any Street, Anycity, Anycountry  
certifyingofficial@server.com  
tel.: 613-555-5555

*Frederick Newton*  
(Signature of holder - Signature du titulaire)

**CANADA**  
Type/Type Issuing country/Pays émetteur Passport No./N° de passeport  
**P CAN AB12345**  
Surname/Nom  
**NEWTON**  
Given names/Prénoms  
**FREDERICK**  
Nationality/Nationalité  
**CANADIAN / CANADIENNE**  
Date of birth/Date de naissance  
**1 JAN / JAN 60**  
Sex/Sexe Place of birth/Lieu de naissance  
**M OTTAWA CAN**  
Date of issue/Date de délivrance Issuing office/Bureau de délivrance  
**1 MAR / MARS 12 HULL**  
Date of expiry/Date d'expiration  
**1 MAR / MARS 17**



*Certifying  
official's seal  
or stamp  
in **ENGLISH**  
OR **FRENCH**.*



*I certify this  
photocopy to be a true  
copy of the original  
document*

*Certification  
**MUST** include the words  
"true copy of the original".*

*Certifying official's **SIGNATURE**.*

***DATE** of certification.*

*Joe Asch*  
*January 1, 2013*