

Guidance Note: Certification of documents submitted to the GOC

1. Scope

- 1.1 This guidance is applicable to all documents that are submitted to the GOC Registration Department. This will include, but is not limited to, documents submitted with registration, restoration and overseas applications.
- 1.2 This policy may apply to documents submitted to other departments of the GOC. If this policy does not apply and original documents are required, the GOC will inform the applicant of this in advance.
- 1.3 The application you are submitting will determine the certification requirements, this is a guidance note for those certification requirements.

2. How to prepare your documents before they are certified

- 2.1 Before you have your documents certified you will need to ensure that you have taken a clear photocopy of the original document. Identification documents should appear the same size as the original on the photocopy.
- 2.2 Ensure you take the original document with you when you have it certified as it will need to be checked before a copy can be certified.

3. Who can certify a document?¹

- 3.1 The GOC accepts documents certified by the following:
 - 3.1.1 Bank or building society official
 - 3.1.2 Councillor
 - 3.1.3 Any registered member of a statutory regulated profession²
 - 3.1.4 A minister of the Church, Rabbi, Imam or other religious official acceptable to the GOC
 - 3.1.5 Higher education lecturer

¹ If you are having your identification certified please check the application form you are completing, there may be an extra requirement that you have known the person certifying your identification for at least two years – see Rule 5(1)(g) of the General Optical Council (Registration) Rules 2005

² This is any member of a UK regulator whose power to regulate their profession derives from an Act of Parliament. This refers to any healthcare practitioner that is registered with any of the nine healthcare regulators that are overseen by the Professional Standards Authority: <https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/find-a-regulator> including; optometrists, dispensing opticians, dentists, pharmacists etc. This also includes professions such as; solicitors, engineers and architects. Accountants must be registered with ICAEW, the Institute of Chartered Accountants in England and Wales, or ICAS, the Institute of Chartered Accountants of Scotland, or Chartered Accountants Ireland.

- 3.2 The list above is not exhaustive, however it is strongly recommended that should you wish to get a document certified by someone not on this list that you check with our Registration department first by emailing registration@optical.org
- 3.3 The person should not be related to you, in a relationship with you, or living at the same address as you.
- 3.4 The person certifying the document may charge you for their services.

4. How to certify a document

- 4.1 The person certifying the document should attempt to certify it on the same side of the page as the document itself. However if this would result in the text of the original document being written over it is acceptable for the certification text to be on the reverse side.
- 4.2 **Instructions for the person certifying the document**
- 4.2.1 Write or stamp 'Certified to be a true copy of the original seen by me'
- 4.2.2 Sign and date the document
- 4.2.3 Print your name under the signature
- 4.2.4 Add your occupation, address and telephone number
- 4.2.5 If applicable, state your professional registration number
- 4.3 Example of a correct completed certification:

*"Certified to be a true copy of the original seen by me :
John Smith 18 June 2017
John Smith, 10 Old Bailey EC4M 7NG, 020 75803898,
Dispensing Optician D-11111*

6. Providing a translated document

- 6.1 Any documents that are required to be submitted (apart from a passport or European national identity card) that are not in English must be accompanied by an original certified translation.
- 6.2 When a non-English language document is to be supplied with an application you must supply:
- 6.2.1 A certified copy of the original document (in its original language); and
- 6.2.2 A certified translation of the original document in English. You must supply the original translation which has been certified by the translator stating that they have translated the original document into English.

6.3 The translation must be completed by a professional translator. They must follow the instructions below.

6.4 Instructions for the person translating the non-English document

After translating the document into English to the best of your professional skill and understanding you need to complete the following steps for each document you have translated:

6.4.1 Write or stamp 'To the best of my professional skill and understanding this a true and accurate translation of the original document: [insert title of original document]. This document has been translated from [insert original language] to English.'

6.4.2 Print your full name and sign your signature then write the date that the translation was completed. If you are a member of a translation membership body, you need to provide your number and the name of the body.

6.4.3 If the translation has been produced by a translation company they must provide their company name and contact details.

6.4.4 If the original document is more than one page state how many pages you translated

6.4.5 Use your professional stamp on each document you translate.

7. Any queries or concerns?

7.1 If you have any queries or concerns about this guidance please contact the Registration Department.

Email: registration@optical.org

Non-UK applicants: international@optical.org

Telephone number: +44 (0)20 7580 3898

General Optical Council
10 Old Bailey
London EC4M 7NG