



# OTBNZ Requirements for Certifying Documents

## Why certify documents?

The OTBNZ is required to verify your identity, qualifications and any other documentation provided as a part of the registration process.

We understand that many of the documents required for your application are important documents you will want to keep with you.

In order for this to occur you have the option of providing certified copies of these documents. Your original and copied documents will need to be presented to an official who is authorised by law to certify documents (such as a solicitor or justice of the peace) and ask them to sight the original on our behalf and certify a copy advising us that they have done so.

If you are living overseas and in a country that is not a Commonwealth country, we would prefer you to present your original documents to an official authorised to take declarations under the NZ Oaths and Declarations Act 1957 in that country and ask them to certify the documents for you. These officials are a commonwealth representative, judge, notary public or a solicitor of the High Court of New Zealand.

## How to certify documents for the OTBNZ

A certifying official may be a Justice of the Peace, Commissioner for Oaths, Solicitor or Notary Public, and must comply with all the standards below. We cannot accept documents that are not certified according to the standards – if you do submit incorrectly certified copies, you will be asked to provide correctly certified copies which may result in a delay to your application.

The certifying official must:

- Sight the original document and its copy
- Sign the copy on the front of the page
- Print his/her name under the signature
- State his/her position or designation
- Endorse the copy with his/her official seal (where applicable)
- Provide his/her postal address to enable the OTBNZ to seek verification

- Ensure that the certified copy bears the statement: ***“Certified true copy of original document sighted” or “Certified original sighted – and that this is a photocopy of that original”.***

Please submit the hard copy of your certified document to the OTBNZ – we cannot accept a document which is faxed or emailed, or a photocopy of a certified document.

**Please note:**

Applicants graduating with a New Zealand occupational therapy qualification from Dec 2017 are not required to routinely provide certified documents. The OTBNZ reserves the right to request certification of documents where required.

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