

Document Certification Service



The Jersey Post document certification service is available to customers that need to have photocopies of documents certified as being a true likeness of the original document. Jersey Post will check and provide certification for photocopies of original documents confirming that the copy is a true likeness of the original document.

This service is available for the fee set out below. Please note fees are subject to change and cheques are not accepted. Customers must ensure that copies certified by Jersey Post are acceptable to the intended recipient.

Number of documents to be checked	Fee to pay
1 - 3	£12.75
4 - 6	£25.50
7 - 9	£38.25
10 - 12	£51.00

1. What you need to do

This service is available at Broad Street and Rue des Pres post offices. Please bring with you the relevant original identification documents and clear legible photocopies of each document requiring certification. Then, simply complete the details below and pay the fee at the counter.

Name:

Address:

Postcode:

Passport Driving Licence Utility bill* Bank Statement* Other** (please specify)

*Dated within the last 3 months, **birth/death and marriage certificates not accepted.

2. What we will do

Jersey Post will check the original document(s) provided against the copy(s) requiring certification to ensure they are an exact match. Once the checks are complete, Jersey Post will endorse each copy with the words: "This is a true likeness of the original." and the copy will be signed and date stamped. The original documents and endorsed copies will be returned to you along with this completed form and a receipt.

POST OFFICE USE ONLY:

Original ID seen Fee accepted

Photocopy signed and dated Receipt given

Signed on behalf of Jersey Post:

Date
Stamp

Jersey Post Limited is registered in Jersey company number 88764

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**Jersey
Post**