

# Identity Document Certification Service



The Jersey Post identity document certification service is available to customers that need to have photocopies of identity 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\* (\*Fee 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 Documents	£12.75
4 - 6 Documents	£25.50
7 - 9 Documents	£38.25
10 - 12 Documents	£51.00

## 1. What you need to do

This service is available at Broad Street and Rue des Pres Post Office. 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.

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

January 2022

t: 616616  
e: [customercare@jerseypost.com](mailto:customercare@jerseypost.com)  
[www.jerseypost.com](http://www.jerseypost.com)

**Jersey Post**