

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.

Complete this form and any accompanying documents (see Section 1) and bring it into Broad Street Post Office or Rue Des Pres Post Office where a member of staff will authorise the service and arrange for payment.

1. What you need to do

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

Number of documents to be checked*

Fee to pay

*We can check up to 12 documents at a time.

Please see www.jerseypost.com/doc-certification for prices.

3. 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

Date
Stamp

Signed on behalf of Jersey Post:

Jersey Post Limited is registered in Jersey company number 88764

October 2025