



## Certification of Documents

### Documents that require certification:

- **Power of Attorney for Property**
- **Last Will and Testament**
- **Certificate of Estate Trustee Without/With a Will**
- **Separation Agreement/Court Order/Divorce Order**

If you bring your original documents to the LPF office, a staff member will photocopy the original documents. If you choose to mail your original documents, we recommend that you send them by registered mail. The documents will be returned to you by registered mail.

### Important

**We can only accept a photocopy if it is legible and states that it is certified as a true copy of the original.**

Please write your LPF Member ID Number or your File Number on the photocopy. If those are unknown, please contact the LPF Office. To protect your privacy, you should avoid writing your social insurance number.

**Persons who certify photocopies, must compare the original documents to the photocopy, and provide the following information:**

- Their official position or title
- Their telephone number
- Include the date the documents were certified, and
- Sign and print their name

**They must write on the photocopy, "This photocopy is a true copy of the original document which has not been altered in any way."**

The following persons can certify your photocopy:

- An Accountant
- A Chiropractor
- A Commissioner of Oaths
- A Dentist or a Doctor of Medicine
- An Employee of a Federal or Provincial Department, or one of its agencies
- A Funeral Director
- A Justice of the Peace
- A Lawyer
- A Magistrate
- A Manager of a Financial Institution
- A Member of a Provincial Legislature (or their staff)
- A Member of Parliament (or their staff)
- A Municipal Clerk
- A Minister of Religion
- A Municipal Clerk
- A Notary
- An Official of a country with which Canada has a reciprocal Social Security Agreement
- An Official of an Embassy, Consulate or High Commission
- A Pharmacist
- A Police Officer
- A Postmaster
- A Professional Engineer
- A Social Worker
- A Teacher

**Documents certified by a relative or yourself, will NOT be accepted.**