

## Witnessing of Documentation

**The Validation Unit does not accept original copies of documents. Photocopies of original documents must be appropriately witnessed.**

*The photocopies of all documentation must be witnessed as true copies of the originals by a member of the Garda Síochána, Commissioner for Oaths ([www.citizensinformation.ie/en/justice/civil\\_law/commissioners\\_for\\_oaths.html](http://www.citizensinformation.ie/en/justice/civil_law/commissioners_for_oaths.html)), practising Solicitor, Justice of the Peace, your training establishment or Public Notary ([www.notarypublic.ie](http://www.notarypublic.ie)). The signatory must not be a relative of the applicant.*

*The signatory:*

- a) must SEE the original document and sign to that effect on the photocopy*
- b) must state that the photocopy is a true copy of the original document which has not been altered in any way, by writing “This photocopy is a true copy of the original document which has not been altered in any way” on the photocopy*
- c) must PRINT their name, position and contact address and telephone number on the photocopy*
- d) must DATE the copy*
- e) must sign the photocopy using BLUE/BLACK ink*

All supporting documentation must be clearly referenced (i.e. tabbed/numbered) to the section of the application to which it refers.

Applications and accompanying documentation should be in loose-leaf or as stapled pages; they **should not be bound or in cellophane folders.**

### Exceptions to the witnessing requirements

- Please be advised that any documentation held by a training establishment in which a qualification has been obtained can be submitted by e-mail directly to the Validation Unit as an alternative to the requirement to submit a witnessed copy of that documentation. For example, it is permissible that a university submits relevant course transcripts, logbooks of any professional training, course syllabi/handbooks etc.
- If any required documentation is available on a training establishment’s website e.g. course syllabus/training handbook etc. it is sufficient to provide a direct link to the relevant documentation. In such instances, a witnessed copy of the documentation is not required.
- If proof of eligibility to practise in the country in which the professional qualification was obtained can be checked online, please provide the relevant details to the Validation Unit to do this and the requirement to submit a witnessed copy providing proof of eligibility to practise will not be required.

Any questions on these requirements for witnessed documentation can be sent to the Validation Unit at [validation\\_unit@health.gov.ie](mailto:validation_unit@health.gov.ie).