



Certifying Documents Policy

In response to an increasing trend for foreign nationals and others requesting town, parish and community council Clerks to certify their identity or other legal documents for them, Denham Parish Council has agreed that the Parish Council stamp can be used when certifying legal documents if the requirement is specified on the document and it is eligible in law, but only if it is clear that Councillors or Staff are signing in a personal capacity and declaring their professional role that is written clearly on the document.

The Parish Council reserve the right to levy a charge of £25 for the service regardless of how many documents were presented by an individual at any one time.

1. You should only sign to confirm another person's identity, if you actually do know the person or have sight of their passport or photographic driving licence. In addition, National ID card and proof of address.
2. The Parish Council may give its consent to the Clerk, signing to vouch for the identity of individuals within office hours, and the Clerk to apply the Parish Council stamp to documents.
3. The Clerk may be asked to certify that a document is a true copy of an original produced before him/her to witness a signature. The Clerk should take care to check what it is that they are being asked to confirm – Can they confirm this? Are they confident that the documents are genuine?

This policy will review following legislation by Government affecting this service.