

Principles of notarization of identity confirmation for CenCert qualified signature

March 3, 2021

1. **A notarial confirmation of identity may be submitted only by a notary public (subject to point 2).** We will not accept credentials made by other trusted persons such as lawyers, solicitors, attorneys, etc.

2. **Notarial functions are also performed by consuls of the Republic of Poland.** Certifications made by consuls of the Republic of Poland (not applicable to honorary consuls) are recognized by us in the same way as those made by a notary public.

3. Notarial confirmation of identity is performed in the form of **a confirmation of submitting a handwritten signature** placed under the document Application for certificate issuance.

a. The signature should be certified by a notary public on the form provided by CenCert.

b. If it is not so - the certificate must contain at least the data as in this form, that is:

i. Declaration that the certificate concerns confirmation of the authenticity of signing, in the presence of a notary public, by a person whose identity has been verified on the basis of an identity document

ii. Document no. of the *Application for issuing a certificate*,

iii. Legible name and surname of the person signing, if possible - also Polish identity number PESEL

iv. Features of the identity document - type of document, series number, expiry date

v. Data and signature of the person confirming the identity (notary)

4. In the case of using the services of a notary public outside Poland:

a. It is imperative that CenCert staff is able to verify that the certifying person is a notary in the country concerned (e.g. by checking with an official register available on the Internet)

b. Confirmation of the signature should be made in Polish or English, and if it is not - the certification document must be accompanied by a translation into Polish or English made by a sworn translator.

5. Documents related to the notarized identity confirmation must be sent to CenCert (see [CONTACT DETAILS](#)) as originals.

6. In case of any doubts, please contact the CenCert Hotline (see [CONTACT DETAILS](#)).