

Principles of notarization of identity confirmation for CenCert qualified signature

October 20, 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
 - 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](#)).

