

## Certification of Pre-Employment Documents

If you are unable to provide your original documents to the Office of Human Resources in person, we can accept copies, which are properly countersigned following the guidelines in this document. Any documents which are not satisfactorily countersigned may be rejected by the Office of Human Resources.

### Who can sign your documents

A countersignatory is a professional person or someone of 'good standing', who has known you personally for at least 2 years and can confirm your identity. They need to confirm that, to the best of their knowledge, the documents provided are a 'true copy' of the original. A list of accepted occupations for countersignatories can be found at the bottom of this document.

### Who cannot sign your documents

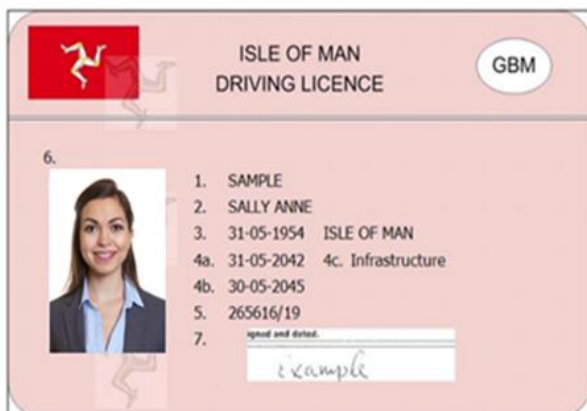
The Office of Human Resources are unable to accept documents countersigned by the following:

- Someone related to you by birth, adoption or marriage/civil partnership (this includes in-laws or partners of family members)
- Someone who is in a personal relationship with you
- Someone who lives at your address

### Your countersignatory will need to:

- Ensure they are satisfied the documents you are providing are genuine copies of the original versions, they should see both the original document and the copy they will countersign
- Ensure any photographic identification provided is valid and a true likeness to you
- Provide their full name, job title, employer, contact telephone number and email address (if possible, work email address)
- Countersign each separate document

Example:



I certify that this is a true copy of the original document.

Joe Bloggs

Accountant

Bloggs Accountancy Services

01624 123456

J.Bloggs@BloggsAccountancyServices.im

## Why we need details of your countersignatory

To ensure the countersigned documents are valid we will check that the countersignatory is genuine. You should make your chosen countersignatory aware that we may contact them to check their details. If your countersignatory's details cannot be verified, your documents will be rejected and we will ask for your original documents to be provided.

## Accepted occupations for countersignatories

- Accountant
- Advocate
- Articled clerk of a limited company
- Assurance agent of recognised company
- Bank/building society official
- Barrister
- Chairman/director of limited company
- Chiropodist
- Commissioner for oaths
- Councillor, e.g. local
- Civil servant
- Dentist
- Director/manager/personnel officer of a VAT-registered company
- Doctor/GP
- Engineer - with professional qualifications
- Financial services intermediary, e.g. a stockbroker or insurance broker
- Fire service official
- Funeral director
- Insurance agent of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs
- Licensee of public house
- Local government officer
- Manager/personnel officer of a limited company
- Member, associate or fellow of a professional body
- Member of the judiciary
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion
- Notary public
- Nurse
- Officer of the armed services
- Optician
- Paralegal
- Person with honours, e.g. an OBE or MBE
- Pharmacist
- Police officer
- Post Office official

- President/secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher
- Lecturer
- Trade union officer
- Warrant Officers and Chief Petty Officers

### Where to send countersigned documents

Please send your original **countersigned** documents (not your original documents) to the following address:

Office of Human Resources  
Illiam Dhone House  
2 Circular Road  
Douglas  
Isle of Man  
IM1 1AG

### Further assistance

If you have any questions or require any further information please contact the Recruitment Team in the Office of Human Resources on 01624 686300 or [ohr@gov.im](mailto:ohr@gov.im).

### Document Version Control

Date	Author	Change
01 May 2024	Recruitment Manager, Office of Human Resources	Original issue of document following approval from Office of Human Resources Service Leads.
09 May 2024	Recruitment Manager, Office of Human Resources	Amend document to include countersignatory's employer and request corporate email address.
24 May 2024	Recruitment Manager, Officer of Human Resources	Add doctors/GPs into list of acceptable countersignatory's