

How to get a certified copy right first time

A missing signature, date or tick is enough for Immigration Service Delivery to send your citizenship application back. This guide shows exactly what a correctly certified passport copy and certification form look like, so you can check both before you upload them.

A guide for applicants for Irish citizenship by naturalisation · Based on ISD forms Citz-011/2026 and Citz-006/2026 · Checked 17 September 2026

What to bring to your appointment

Bring all of these together. A certifier can only certify a copy after comparing it with the original in front of them.

Your original passport

Current and in date. Your certifier checks it to confirm your identity.

A colour photocopy

Of the biometric (photo) page only, clear and uncropped. Black-and-white copies won't do.

The printed certification form

Passport Certification Form, Citz-011/2026. Print it but leave the certification section blank.

Other originals and copies

For example your marriage certificate with its own certification form, plus photo ID.

In this guide

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Four things to get right

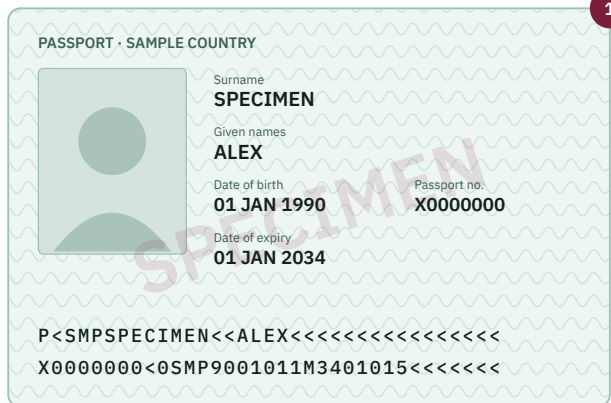
- 1 **Bring the original and a colour copy.**
The certifier must compare them in front of you.
- 2 **Use an authorised certifier, in person.**
A solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public.
- 3 **Check the copy and the form.**
Both must be signed and dated, with the certifier's name and role.
- 4 **Upload both, as separate files.**
The certified copy and the completed certification form, each under 5MB.

My appointment

Date	Time	Number of copies
Documents to certify		
Notes		

What a correctly certified photocopy looks like

Your certifier writes on the photocopy itself. Check each numbered point before you leave the appointment.



2 Certified to be a true copy of the original document seen by me.

4 Mary Byrne
Peace Commissioner

5 Date: 17/09/2026



Specimen only. All names and numbers are fictional.

1 A full-colour copy of the photo page

Only the biometric page is needed. Every edge, the photo and the two lines of code at the bottom must be clear and readable.

2 The certification wording

Written on the photocopy by your certifier,
using the wording from the ISD form:

"Certified to be a true copy of the original document seen by me."

3 The certifier's signature

A real handwritten signature on the copy.
Scanned or digital signatures are not
accepted.

4 The certifier's name and role

Their name and whether they are a Peace Commissioner, Commissioner for Oaths, solicitor or Notary Public. A missing name or role is a common reason for rejection.

5 The date

The date the copy was certified. A copy with no date is treated as uncertified.

6 An official stamp, if the certifier has one

The ISD form asks for a stamp "if applicable", so it isn't always required, but some organisations prefer one.

What a completed certification form looks like

The certification form is a separate page that you upload alongside the certified copy. It has two sections. There is no place for you to sign it.

Certification of Passport

Citizenship Application – Identity Document Certification - Citiz-011/2026

Section 1: Applicant Details

Surname (as shown on passport)

Forename(s) (as shown on passport)

Date of birth

Issuing country

Passport number

PPS number (if applicable)

SPECIMEN

ALEX

01/01/1990

SAMPLE

X0000000

1234567T

Section 2: Certification

I hereby certify that:

☒ I have seen the original passport.

☒ The attached colour copy of the biometric page is a true copy.

☒ The copy has not been altered.

I am (tick as appropriate)

☐ Solicitor

☐ Commissioner for Oaths

☒ Peace Commissioner

☐ Notary Public

Full name of certifier (print clearly)

Business address

Professional registration number (if required)

Contact telephone or email

MARY BYRNE

1 Sample Street, Dublin

—

mary@example.ie

☒ I make this certification knowing that it is for a citizenship application.

Signature of authorised certifier

Official stamp (if applicable)

Date (day/month/year)

17/01/2026

Specimen only, simplified from ISD form Citiz-011/2026. All details are fictional.

- A

Your details, exactly as on your passport

Surname, forenames, date of birth, issuing country and passport number, in BLOCK CAPITALS. Add your PPS number if you have one.
- B

All three statements ticked

The certifier confirms they saw the original, the copy is a true copy of the photo page, and the copy has not been altered.
- C

One role ticked

The certifier ticks whether they are a solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public.
- D

Certifier's name, address and contact details

Printed clearly, so ISD can verify the certification if needed. A professional registration number is only needed where the certifier has one.
- E

The citizenship application box ticked

The certifier confirms they know the certification is for a citizenship application. This box is easy to miss.
- F

Signature, date and stamp if applicable

The form must be signed and dated as well as the photocopy. Both need a signature.

Your checklist, from printing to upload

Tick each box as you complete it.

- 1 Before

☐ Download and print the certification form for each document

☐ Make a clear full-colour photocopy of each original

☐ Check your passport is in date

☐ Confirm the appointment and bring photo ID
- 2 At the appointment

☐ Hand over originals, copies and forms together

☐ Check points 1 to 6 on each certified copy

☐ Check points A to F on each form

☐ Take your originals home with you
- 3 Uploading

☐ Scan the certified copy and the form as separate files

☐ Save as PDF or JPG, each under 5MB

☐ Name files clearly, for example "Alex Specimen – Passport Certified"

☐ Upload both under Proof of Identity in the Online Form Portal

Common mistakes that get applications sent back

ISD warns about each of these in its citizenship guide or on the certification forms.

Sent back	Accepted
✗ Uploading a plain photocopy with no certification	✓ Copy endorsed, signed and dated by an authorised certifier
✗ Uploading the certified copy without the certification form	✓ Both the certified copy and the completed form uploaded
✗ Copy signed but not dated, or form left partly blank	✓ Every field on the copy and form completed
✗ Certifier's name or role missing	✓ Name printed and role ticked on the form
✗ Certified by a friend, employer or member of An Garda Síochána	✓ Certified by a solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public
✗ Certified by post, email or with a scanned signature	✓ Certified in person, with the original seen by the certifier
✗ Several documents combined into one PDF	✓ One file per document, each under 5MB

Don't sign or write the certification yourself

Only the certifier writes the endorsement on the copy and completes Section 2 of the form. A copy certified by anyone other than an authorised certifier will be rejected, and submitting an altered document can lead to refusal.

Other documents you may need certified

The same principle applies: bring the original and a colour copy, and the certifier endorses, signs and dates the copy.

Marriage certificate Has its own certification form (Citz-006/2026). The certifier writes the same wording on the copy and completes the form, including the country and date of marriage and both spouses' names.	Birth certificate Every applicant uploads a certified copy. If it isn't in English or Irish, also upload a professional translation and a copy of the original.	Irish spouse's or partner's proof of citizenship For marriage or civil partnership applications: a certified copy of their Irish birth certificate, passport photo page, naturalisation certificate or Foreign Births Register entry.
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Documents from EU countries, Iceland, Liechtenstein, Norway or Switzerland

Official certificates from these countries don't need a legal stamp to prove they're genuine. If you get a Multilingual Standard Form from the issuing office, you don't need a translation either.

Get your documents certified, free

As a Peace Commissioner I can certify copies of your passport, birth and marriage certificates and complete the ISD certification forms. There is no charge. Tell me which documents you have and how many copies you need, and I'll arrange a time.

Email **info@nirmalkumarpalanisamy.ie**

Phone **+353 89 485 4707**

Book online **nirmalkumarpalanisamy.ie/book-an-appointment**

Forms **nirmalkumarpalanisamy.ie/downloads**



Scan for the forms and checklists

Sources: Immigration Service Delivery Passport Certification Form (Citz-011/2026), Marriage Certificate Certification Form (Citz-006/2026) and How to Become an Irish Citizen Guide. Checked 17 September 2026. **Not legal advice.** Examples are simplified specimens with fictional details. Always use the current official forms and follow ISD's instructions, which take priority over this guide.