

JDACS Certification Requirements

1 Certification Requirements

To ensure the security and validity of compensation payments, all documents submitted to the JDACS must be "Certified True Copies". This means a suitable professional must see the original document and sign the copy to verify it is genuine.

Who is a Suitable Certifier?

A suitable certifier must be a professional person who is **not** related to you (by birth or marriage), is **not** in a relationship with you, and does **not** live at your address.

Acceptable suitable certifiers include:

- a member of the judiciary, a senior civil servant, or a serving police or customs officer;
- an officer of an embassy, consulate or high commission of the country of issue of documentary evidence of identity;
- an individual who is a member of a professional body that sets and enforces ethical standards, for example, an advocate or solicitor;
- an individual that is qualified to undertake certification services under authority of the Certification and International Trade Committee (in Jersey this service is available through the Jersey Chamber of Commerce);
- a director, officer, or manager of a regulated financial services business (e.g., a bank manager) operating in a well-regulated country or territory;
- a financial professional (e.g. an accountant or actuary) who is a member of a professional body.

Certification confirmation

The certifier must write a confirmation statement on the copy. The confirmation should state that the copy of the document is a true copy of an original document (or an extract thereof) that includes information on the identity and/or residential address of an individual.

An adequate level of information to be provided by a suitable certifier will include their full name, professional position or capacity, their address and a telephone number, or email address, at which they can be contacted.

2 Allowable Documents

2.1 Proof of Identity

We accept certified copies of the following documents as proof of identity:

- a current passport;
- a current national identity card;
- a current driving licence.

2.2 Proof of Residential Address

We accept certified copies of the following documents as proof of residential address:

- correspondence from a central or local government department or agency (e.g., Government and Parish authorities);
- a bank statement or utility bill;
- a tenancy contract or agreement;
- a letter of introduction confirming residential address from:
 - o a supervised person that is regulated by the Jersey Financial Services Commission (JFSC);
 - o a person carrying on a supervised business, which is regulated and operates in a well-regulated country or territory; or
 - o a branch or subsidiary of a group headquartered in a well-regulated country or territory that applies group standards to subsidiaries and branches worldwide.