

Protocols for Submitting Official Documents to the College

The College must show due - diligence in preserving the integrity of the documents it collects. The simplest means of accomplishing this is to have the documents delivered to the College Office in sealed envelopes, as sent from the source agency.

There are a variety of other means to submit documents from third – party sources and safeguard the integrity of the contents if it is not possible to have the documents sent directly from the source agency to the College.

It is the responsibility of the individual (on whose behalf the information is being sent) to ensure that all information is submitted to the College Office securely and in a manner which maintains the integrity of the documents.

The following protocols apply:

A. Official Documentation Sent from Outside Source

Official documentation must be sent in its original format (no photocopies). Such documentation includes, but is not limited to, official transcripts, results of credential assessment, result of language proficiency test.

Official documentation must be sent directly from the source of origin to the College Office.

Sources include, but are not limited to, educational institutions, universities, credentialing agencies, other regulatory bodies.

B. Official Documentation Sent from Acceptable Witness

The original document(s) must be presented to the witness **in the sealed envelope(s)** in which the document(s) was received by you from the originating source(s).

The witness must:

- i. Verify that the document(s) is presented sealed from source
- ii. Witness the envelope being opened and the document being extracted
- iii. Examine the original documentation
- iv. Produce photocopies from the originals
- v. Notarize the copies as: “Copy of Original Document, Received Sealed from Source.”
- vi. Sign and date the photocopy
- vii. Clearly indicate (print, type or stamp) the following information to the photocopy:
 - Name
 - Designation or occupation
 - Place of employment
 - Email Address

- Daytime telephone number
- A Commissioner for Oaths must provide a commission expiry date.

Notarized copies **must** be sent **directly to** the College Office from the witness.

Copies sent to the College Office by the individual applicant or registrant will be retained as placeholders until the submissions are received through proper protocol.

C. Acceptable Witness

For the purpose of producing and verifying a photocopy of original documentation, an acceptable witness is a Commissioner for Oaths, a Notary Public, or a designated professional.

A Notary Public may be found at a law office.

A Commissioner for Oaths may be:

- Post Master, Rural Post Office
- CAO, Rural Municipal Office
- Professional Accountant
- Police Officer
- Real Estate Agent
- General Insurance Agent

A designated professional may be:

- Minister of Religion
- Postmaster
- Judge, Magistrate, Police Officer
- Signing Officer of Manager at a Financial Institution
- School Principal

Note: An appointment may be required and there may be a fee for this service.

The College accepts a verified photocopy of an official document from an acceptable witness following the protocol described in Section B, above.

D. Criminal Record, Child and Adult Abuse Registry Checks

The original record and registry check results must be received at the College Office **in a sealed envelope**, as provided by the originating source or witness.

When you pick up a check result in person and it is offered to you without cover:

1. Review the document to ensure that your personal information (name, date of birth, etc.) is correct.
2. Indicate to the agency representative that the integrity of the document must be preserved
3. Ask the agency representative to place the document in an envelope, seal the envelope and initial over the seal.
4. Deliver the document to the College Office **sealed from source**.

Regarding those documents that you receive in the mail, there are three ways to deliver these documents to the College Office and maintain the integrity:

1. Present the original documents to the College Office in person.

The original documents must be presented **in the sealed envelopes** in which they were received by you from the originating sources. You may open the envelopes at the office in the presence of office staff and review the contents before providing them to staff.

If you wish to retain the original documents, copies will be produced at the College Office, notarized by the Registrar, and the notarized copies will be retained on file at the College Office. The original documents will be returned to you.

2. Send the original documents to the College Office by regular post.

The original documents must be received at the College Office **in the sealed envelopes** in which they were received by you from the originating source(s).

If you wish to have the original documents returned to you, provide a self – addressed, stamped envelope along with the original sealed documents. Notarized copies will be made and retained on file at the College Office; the originals will be returned to you by regular post.

3. Present your original documents to an acceptable witness.

The original documents must be presented to the witness **in the sealed envelopes** in which the documents were received by you from the originating source(s).

See Section C for a list of acceptable witnesses.

The witness will follow proper protocol, as outlined in Section B, above, to produce copies, notarize the copies, and send the copies with original notarization applied, **directly to the College Office**.

Notarized copies **must** be sent **directly to** the College Office from the witness.

Copies sent to the College Office by an applicant or registrant will be retained as placeholders until the submissions are received following proper protocol.

E. Proof of Identity and Current Legal Name

Proof of Identity and current legal name may be established by providing two pieces of identification:

1. Government – issued photo ID (passport, driver’s license)
2. Birth certificate, other government issued identification which includes birthdate.

In the case of notification of a change in legal name, one piece of identification must specify both the former and present legal names (marriage certificate, certificate of change of name, declaration through Vital Statistics).

Originals or notarized copies **must** be provided to the College Office.

If originals are provided at the College Office in person, copies will be made from the originals on site. The copies will be notarized, and retained on file. Originals will be returned to you.

If you are unable to present the original documents at the College Office in person, you may:

- a. Send originals to the College Office.

Notarized copies will be made and originals returned to you,

OR

- b. Present your original documents to an acceptable witness. (See Section C for a list of acceptable witnesses).

The witness must:

- i. Examine the original documentation
- ii. Produce photocopies from the originals
- iii. Notarize the copies as: "Verified Copy of Original Document."
- iv. Sign and date the photocopy
- v. Clearly indicate (print, type or stamp) the following information to the photocopy:
 - Name of Witness
 - Designation or occupation
 - Place of employment
 - Email Address
 - Daytime telephone number
 - A Commissioner for Oaths must provide a commission expiry date.

Notarized copies **must** be sent **directly to** the College Office from the witness.

Copies sent to the College Office by the individual applicant or registrant will be retained as placeholders until the submissions are received through proper protocol.