

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 means to submit documents from third – party sources and safeguard the integrity of the contents.

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).

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. 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.

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 record and registry checks 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 have copies of the original documents, one will be made at the College Office for you, and the original documents will be retained on file at the College Office.

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 copies of the original documents returned to you, provide a self – addressed, stamped envelope along with the original sealed documents. The original documents will be retained on file at the College Office and copies will be returned to you.

3. Present your original documents to a notary.

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

The notary will produce copies from the originals and notarize the copies as:

“Copy of Original Document, Received Sealed from Source.”

Present or mail the notarized copies to the College Office.

C. Proof of Identity and Current Legal Name

It is a requirement to have your proof of identity notarized by a notary public and presented to the College Office.

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).

The notary will produce copies from the originals and notarize the copies as:

“Copy of Original Document, Received Sealed from Source.”

A photocopy of a notarized copy will NOT be accepted.