



**Social Workers
Registration Board**
Kāhui Whakamana Tauwhiro

Certification and verification of registration documents - a guide for registration applicants

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Introduction

When you apply for registration as a social worker in Aotearoa New Zealand, you will need to supply documents in support of your application to the Social Workers Registration Board (the Board).

Certain documents are expected to be certified copies, for example, certified copies of degree certificates, which confirm to the Board that they are genuine copies of the original. The SWRB also has a process for document verification and confirming an applicant’s identity.

What is a certified copy?

A certified copy is a copy of an original document which has been endorsed or certified by a certifying official. It does not verify the original document is genuine, only that it is a true copy of the original document.

Preparing your document for certification

For certification, please provide a high-quality, coloured copy of the original document.

The text and any photographs in the document must be clear and identifiable.

Take the copy and original to one of the certifying officials in your country as outlined in the table below.

Who can certify your documents?

In Aotearoa New Zealand, documents can be certified by a Justice of the Peace (JP) and certain other named officials. If you are in a different country, the officials who may certify documents are as listed in the *New Zealand Oaths and Declaration Act 1957*.

This means that the Board will accept certified documents from the officials named in the following table, depending on the country you are applying from.

Aotearoa New Zealand	Commonwealth countries* (Outside Aotearoa, New Zealand)	Non-Commonwealth countries*
<ul style="list-style-type: none"> • a Justice of the Peace (including online JP services) • a Notary Public • a Barrister and Solicitor of the High Court of New Zealand 	<ul style="list-style-type: none"> • a Justice of the Peace • a Judge • a Commissioner of Oaths • a Notary Public • a Barrister and Solicitor of the High Court of New Zealand 	<ul style="list-style-type: none"> • a Judge • a Notary Public • a Barrister and Solicitor of the High Court of New Zealand • a Commonwealth representative (including New Zealand Embassy,

<ul style="list-style-type: none"> • a Registrar or a Deputy Registrar at a New Zealand Court. 	<ul style="list-style-type: none"> • a Commonwealth representative (this includes the staff of embassies, high commissions and consulates of any commonwealth country) • Any other person authorised by the law of that country. 	<p>High Commissioner, or consulate staff*)</p> <ul style="list-style-type: none"> • Any other person authorised by the law of that country.
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**Please note that these services may differ between countries.*

The certifying official must **not** be:

- i. related to you or in a relationship with you
- ii. living at the same address as you.

Certified copies **must**:

- i. be completed within the last 12 months before the date of your registration application
- ii. be stamped on the front of the copied document
- iii. be signed by the certifying official, NOT a firm, company, or business
- iv. include the full signature of the certifying official
- v. include the full name of the certifying official in print under the signature
- vi. include the certifying official's position or title of designation
- vii. include the date of certification
- viii. include a statement like 'Certified true copy of original document sighted'
- ix. If the document has multiple pages, every page must be certified by the certifying official.

Once the certification process is completed, scan the certified copies and upload them to [MySWRB](#). You do not need to send the physical version of the certified copy to the SWRB.

Extra requirement for documents which are not in English or Te Reo Māori

If documents are issued in a language other than English or Te Reo, the SWRB requires copies of official English translations (provided by an official translator) of the document in addition to the original language document. The translator confirms all of the following by writing on the translation:

- i. that the translation is a 'true and accurate translation of the original document'
- ii. the date of the translation

- iii. the full name and contact details of the translator
- iv. position or title of the translator
- v. letterhead of the organisation or organisation stamp
- vi. the signature of the translator.

The translator must **NOT** be the applicant themselves, or an immediate family member of the applicant, or anyone involved in their immigration or application process.

Certificate of Good Standing

If an applicant has previously been licensed or registered by a regulatory body, in any profession, they must provide the SWRB with a **Certificate of Good Standing (COGS)**. The COGS must be an original document signed, dated, and stamped by an official (e.g. registrar, general secretary) who works for the regulatory body of the profession and with whom the applicant was previously licensed or registered.

Primary source verification

You will need to provide contact details for a person from the education institution where you received your qualification or the regulatory body which issued you with any previous registration or licence certificate. This includes the following details:

- Name of the contact person
- Name of the education institution/issuing authority
- Job title
- Email address
- Physical address
- Telephone number, including country and area codes.

The Board may contact the named person directly to confirm that the documents you have supplied are authentic.

Background information about verification

The Board verifies an applicant's identity, qualifications, and any submitted documentation mainly through the following methods:

- i. **Qualification verification** to confirm the authenticity of an applicant's qualification.
- ii. **Confirming personal identity** to verify an individual's identity. This involves the applicant supplying a coloured photo of themselves holding an original primary or secondary identification document, for example a passport or national identity card.

- iii. **Certifying a copy of a primary document** to verify that the copy is a true copy of the original document as confirmed by a certifying official, as outlined in this guidance note.

The Board uses online tools for verification wherever possible, for example, verifying English language test results through the online platform of the International English Language Testing System (IELTS), or verifying personal identity through the [REALME](#) platform, where applicable.