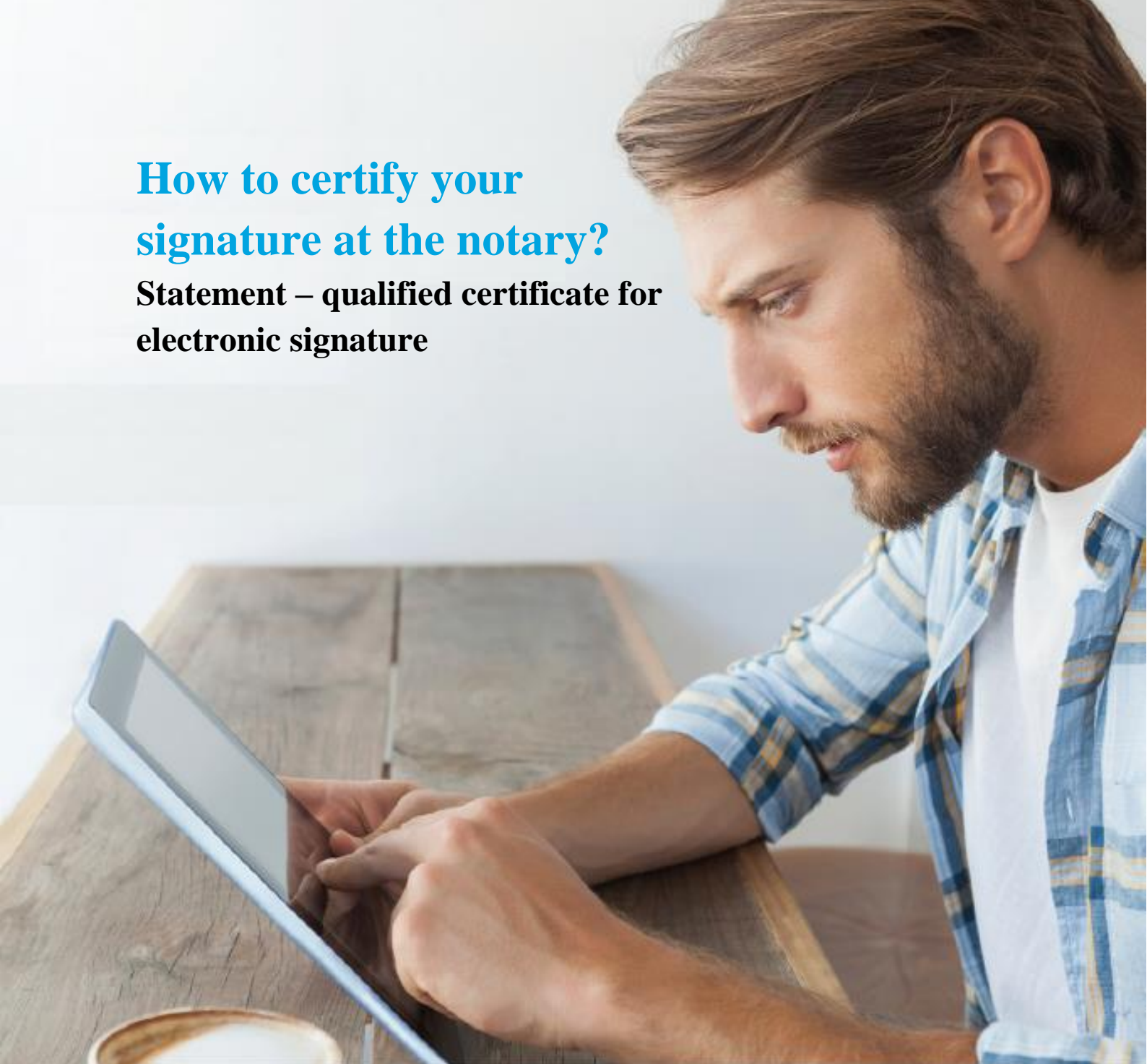


How to certify your signature at the notary?

Statement – qualified certificate for electronic signature



Instructions

Notarial Certification of Signature

Version 3.0

- 1. The Notarial Certification of Signature can be submitted only by a Notary.**
- 2. In the case of notarial certification of signature, it is necessary to be able to check whether the person who certified the signature provided is a notary in the official register in the given country.**
- 3. The Notarial Certification of Signature must contain:**
 - a. the subscriber's name and surname,**
 - b. the subscriber's identifier** which will be included in the data for the certificate (e.g. **personal number, series and number of: passport, ID card, mDowód from the mObywatel mobile application or polish residence card**),
 - c. the type of the identity document** on the basis of which the identity was confirmed (**passport, ID card, mDowód or residence card**),
 - d. the details of the document** on the basis of which the identity was confirmed (**series and number, date of expiry**).
- 4. The Notary prepares a notarial certificate of signature under the "Statement – qualified certificate for electronic signature".**
- 5. The notarial certificate must be an integral part of the signed document , that is the "Statement – qualified certificate for electronic signature" to the agreement, i.e. it can be provided:**
 - a. on the "Statement – qualified certificate for electronic signature",**
 - b. in the form of a separate document permanently attached to the "Statement – qualified certificate for electronic signature",**
 - c. in the form of a notarial deed unambiguously indicating the signing of the "Statement – qualified certificate for electronic signature" by the subscriber.**
- 6. Note:**
 - a. We do not accept notarially certified identity documents and notarial certifications of signature which contain a permanently attached copy of the identity document.**
 - b. We do not accept certifications made by other trusted persons such as lawyers, legal advisors, attorneys, certified officials.**
 - c. A certificate of signature may also be issued at a Polish consulate. The certification is performed by a consul. In this case, we proceed in the same way as in the notary's case.**
 - d. If the notarial certification is in a language other than Polish and English it must be translated by a sworn translator into Polish or English before delivering it to the Certum headquarters.**
- 7. In case of doubt please contact the Certum hotline: [+48 91 4801 300](tel:+48914801300)**