

# How to certify your signature at the notary?

**Statement – qualified certificate for electronic signature**

## **Instructions**

### **Notarial Certification of Signature**

Version 1.0

## 1. The Notarial Certification of Signature should contain:

1. **the Subscriber's identifier** which will be included in the data for the certificate (e.g. **personal number, series and number of passport or ID card**),
2. **the date of expiry of the identity document** on the basis of which the identity was confirmed,
3. the details of the document on the basis of which the identity was confirmed (**series and number, issuing body**),
4. **the type of the identity document** (**passport or ID card**).

**1.1.** The Notary prepares a notarial certificate of signature under the *“Statement – qualified certificate for electronic signature”*.

**1.2.** The notarial certificate must be an integral part of the signed document, that is the *“Statement – qualified certificate for electronic signature”*, i.e. it can be provided:

- on the *“Statement – qualified certificate for electronic signature”*,
- in the form of a separate document **permanently attached** to the *“Statement – qualified certificate for electronic signature”*,
- in the form of a notarial deed unambiguously indicating the signing of the *“Statement – qualified certificate for electronic signature”* by the client.

**1.3.** 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**.

**1.4.** 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.

**1.5.** We do not accept notarially certified identity documents and notarial certifications of signature which contain a permanently attached copy of the identity document.

**1.6.** 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.

## 2. Below is an exemplary list of official notary public associations and chambers of notaries:

- **Krajowa Rada Notarialna ([Polish] National Notary Council):**  
<http://www.krn.org.pl/1259/Adresy+samorz%C4%85d%C3%B3w+i+organi%20zacji+++notarialnych>
- **International Union of Notaries:**  
[https://www.uinl.org/en\\_GB/member-notariats](https://www.uinl.org/en_GB/member-notariats)
- **European Directory of Notaries:**  
<https://www.notaries-directory.eu/>

Below is a list of Polish diplomatic missions abroad:

[https://www.msz.gov.pl/pl/informacje\\_konsularne/polskie\\_placowki/](https://www.msz.gov.pl/pl/informacje_konsularne/polskie_placowki/)