

Certified True Copies

Guidance for users submitting documents for a certified true copy



Introduction

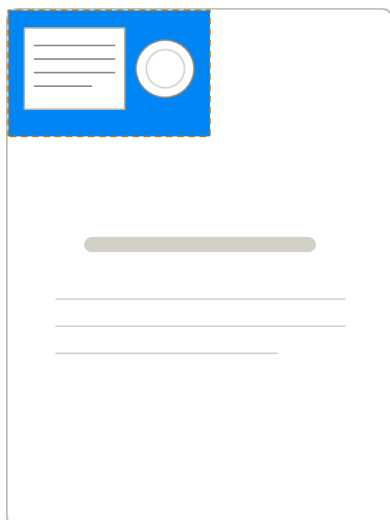
When applying for a certified true copy of documents with the Registration Authority, the system applies two distinct certification marks once the application has been processed.

1. The “true copy” certification stamp.
2. The circular Registration Authority seal.

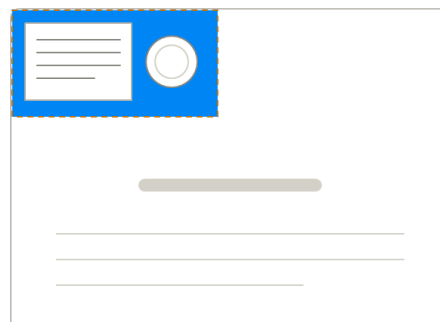
These are added in a fixed position on each page after you upload your document, as shown below. Noting the placement of the stamp will differ for documents that are issued by the Registration Authority.

The purpose of this document is as guidance on how to prepare your document to avoid any certifications applied obscuring the content.

Portrait Document



Landscape



Certification stamp



Registration Authority seal

Approximate clear space to allow

As a guide, allow clear space in the top-left corner of each page of roughly the dimensions below. Treat these as the minimum area to keep free of your own content. The marks are positioned automatically, so leaving a little extra margin is recommended.

Element	Approximate size on an A4 page
Certification text block	About 5 cm wide × 3 cm tall
Registration Authority seal	About 3 cm in diameter

Additional guidance for preparing your document

The following is guidance only to reduce risk of any stamps and seals being applied over the text of your documents requiring a certified true copy stamp.

1. Keep the top-left corner clear.

Leave generous clear space in the top-left area of your documents. The certification text and seal are placed here, and any content in that area may be partially covered.

2. Set the page size to A4.

The marks are applied at a fixed size. If your document is formatted to a larger page A3, for example, the certification text and seal will appear proportionally small and may be hard to read. Before uploading, check your document properties and set the page size to A4 (portrait or landscape) so the certification renders at the correct, legible size.

3. Stay within the file size limit.

Uploaded files must be no larger than 5mb. The system will not permit uploads of documents equal to or greater than 5mb. Noting should on application of the stamp, the size of the document increase to greater than 5mb, this may result in a delay on issuing the certified documents.

4. Document security

If your document has security applied, for example password protection, encryption, restricted editing, or other access controls, the system may be unable to apply the certification marks, because they are blocked by the document's security settings. Please remove any such protection before uploading.

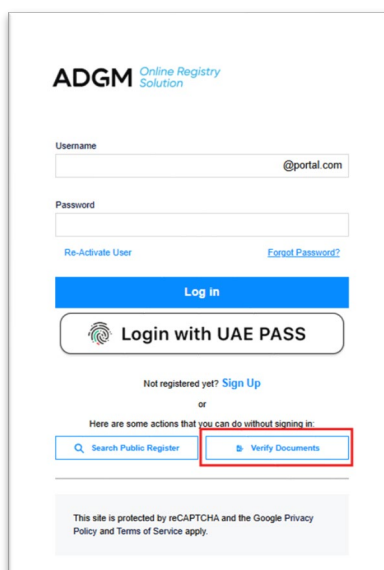
Please note that once documents have been certified and issued, requests to replace, reposition, or reissue the certification marks cannot be accommodated. Any additional certification requests would need to be applied through the standard service.

Verifying the documents:

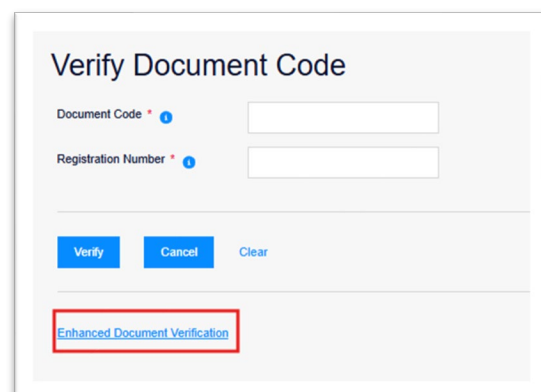
Any documents that have been certified can be verified through the document verification section of the portal.

- 1) Verify document codes is the basic verification approach.
- 2) Enhanced verification will allow you to upload multiple files and will verify both the document and the content has not been tampered with since certified.

<https://newreg.adgm.com/s/document-verification/document-verification-blockchain>



The image shows the login page of the ADGM Online Registry Solution. It features a header with the ADGM logo and the text 'Online Registry Solution'. Below the header, there are input fields for 'Username' (with a placeholder '@portal.com') and 'Password'. There are links for 'Re-Activate User' and 'Forgot Password?'. A blue 'Log in' button is present. Below the login button is a 'Login with UAE PASS' button. At the bottom, there is a section for 'Not registered yet? Sign Up' or 'or Here are some actions that you can do without signing in:'. This section contains two buttons: 'Search Public Register' and 'Verify Documents', which is highlighted with a red box. At the very bottom, there is a small disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.'



The image shows the 'Verify Document Code' page. It has a title 'Verify Document Code'. Below the title, there are two input fields: 'Document Code' and 'Registration Number', both marked with a red asterisk and a blue information icon. Below these fields are three buttons: 'Verify' (blue), 'Cancel' (blue), and 'Clear' (grey). At the bottom of the page, there is a link 'Enhanced Document Verification' highlighted with a red box.