

Document Certification Guidance

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TUSLA
An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

1.0 Introduction

Under Section 14 of the Education (Welfare) Act, 2000 every child being educated in Ireland in a place other than a recognised school (as defined under Section 10 of the Education Act 1998) i.e., in the home environment or at an independent school / centre of education must be registered with Tusla - Child and Family Agency.

There is a dedicated application form for a child for section 14 registration. This is called an R1 form. This form is prescribed under S.I. No. 758/2024 - Education (Welfare) Act 2000 (Prescribed Form) (Section 14) (Amendment) Regulations 2024

The R1 application form must be completed and submitted with a certified copy of the child's birth certificate. If a birth certificate is not available, a certified copy of the child's valid passport will also be accepted.

This guidance supports AEARS-RN01.4 Amendment Certification Requirements, which sets out the certification requirements for documents submitted for Section 14 registration, and should be read in conjunction with it. Where there is any difference between the two documents, the regulatory notice takes precedence.

2.0 The requirements for certification of a birth certificate/ passport

To certify a birth certificate / passport you must take the original document and a clear photocopy to an approved certifier. Approved certifiers for R1 applications for section 14 registration are listed as follows:

- Practising solicitor
- Commissioner for Oaths
- Member of An Garda Síochána (at a local Garda station)
- Notary Public
- Peace Commissioner
- School principal (registered with Teaching Council)
- Vice principal (registered with Teaching Council)
- Teacher (registered with Teaching Council)
- Doctor
- Accountant
- Chartered Engineer

The certifier must include the following details on the document

1. **Certification Statement:** Write the phrase: *"Certified to be a true copy of the original seen by me"*

2. **Signature:** Hand-sign the document.

3. **Date:** Include the exact date of certification.

4. **Name and occupation:** Print their name and their professional title or occupation (e.g., Solicitor, Peace Commissioner).

5. **Contact Details**: Provide their official address and telephone number where relevant.

6. **Stamp or registration number:** Apply an official professional or practice stamp, or include their professional registration number. One of these must be included.

3.0 Review and Audit

This Guidance document is subject to review and audit.

4.0 Revision History

Version	Nature of Changes	Author of Change	Date	Approved by	Date of approval	Date effective
V1.0	Developed for the first time	AEARS Management Team	October 2026	SLT	02/10/2026	01/11/2026