

Alternative Education Assessment & Registration Service
Regulatory Notice

Title	**Amended certification requirements for documents submitted for Section 14 registration**
QMS Reference	**AEARS – RN01.4**
Version	**1.0**
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TUSLA
An Ghníomhaireacht um Leanaí agus an Teaghlach

Amended certification requirements for documents submitted for Section 14 registration

1. Background

Under section 14 of the Education (Welfare) Act 2000, every child educated in a setting other than a recognised school—whether at home or in a non-recognised or independent school—must be registered on the Section 14 Register maintained by Tusla – Child and Family Agency.

A child is entered on the Section 14 Register after the Child and Family Agency's Alternative Education Assessment and Registration Service (AEARS) has received the prescribed application and certified documentation, completed an assessment of the child's educational provision, and determined that the provision meets the minimum standard set out in the Guidelines on the Assessment of Education in Places Other than a Recognised School (Department of Education, 2003). This process is provided for under section 16 of the Education (Welfare) Act 2000.

This regulatory notice sets out the requirements for the certification of documents submitted with an application for registration on the Section 14 Register. It updates and replaces the certification requirements previously applied by AEARS.

This regulatory notice should be read in conjunction with **AEARS-GDE01.3 Document Certification Guidance**, which is available to support applicants and certifiers to meet the requirements set out in this notice. Where there is any difference between the two documents, this regulatory notice takes precedence.

This regulatory notice relates to all applications for registration made under section 14 of the Education (Welfare) Act 2000 using the R1 application form, including applications for a child being educated:

- in the home
- in a non-recognised or independent school or centre of education

2. Relevant Legislation

- **Education (Welfare) Act 2000 [the 2000 Act], sections 14 and 16**
- **S.I. No. 758/2024 – Education (Welfare) Act 2000 (Prescribed Form) (Section 14) (Amendment) Regulations 2024**
- **Education Act 1998, section 10 (recognised schools)**

Relevant guidance

- Guidelines on the Assessment of Education in Places Other than a Recognised School (Department of Education, 2003)
- AEARS-GDE01.3 Document Certification Guidance

3. Certification Requirements

An application for Section 14 registration must be made using the R1 application form prescribed by S.I. No. 758/2024 – Education (Welfare) Act 2000 (Prescribed Form) (Section 14) (Amendment) Regulations 2024. The law requires that an application must include a certified

copy of the child's birth certificate. If a birth certificate is unavailable, a certified copy of the child's valid passport will also be accepted.

Previous requirements

Previously, a certified document was required to be a photocopy of the original that had been examined, validated and marked "original sighted" by one of the following:

- A practising Solicitor or Commissioner for Oaths
- A member of An Garda Síochána
- A Notary Public
- Peace Commissioner

Approved certifiers

In February 2024, the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), now the Department of Children, Disability and Equality, updated its list of persons authorised to certify documents.

With the agreement of the Department of Education and Youth, AEARS has aligned its requirements with the updated list by expanding the categories of approved certifiers for Section 14 registration. This change is designed to support the submission of valid R1 applications. The full list of approved certifiers is as follows:

Approved certifiers
Practising solicitor
Commissioner for Oaths
Member of An Garda Síochána
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

Certification details

The applicant must bring the original document and a clear photocopy of it to an approved certifier. The certifier must examine the original document and certify the photocopy. Each certified copy must include:

- the certification statement: *"Certified to be a true copy of the original seen by me"*
- the certifier's handwritten signature
- the date of certification
- the certifier's name and professional title or occupation, in print
- the certifier's official address and, where relevant, telephone number
- either the certifier's **official professional or practice stamp** or the certifier's **professional registration number**

Supporting guidance

AEARS-GDE01.3 Document Certification Guidance is available to support applicants and certifiers in meeting the requirements of this notice. It sets out, step by step, how a birth certificate or passport should be certified. Applicants are advised to share the guidance with their chosen certifier before the document is certified.

Compliance

AEARS will check each certified copy against the requirements of this notice on receipt of an R1 application. A certified copy that does not meet these requirements cannot be accepted, and the applicant will be asked to submit a correctly certified copy before the application can progress.

4. Effective date

These amended requirements take effect from 1 November 2026, in line with AEARS-GDE01.3 Document Certification Guidance.

5. Review

This document will be reviewed no later than October 2029.

6. Revision History

Version number	Nature of Changes	Author of Change	Date	Approved by	Date of approval	Date Effective
1.0	First issued. Sets out amended certification requirements and the expanded list of approved certifiers for documents submitted for Section 14 registration, aligned with AEARS-GDE01.3 Document Certification Guidance.	AEARS Management Team	October 2026	SLT	02/10/2026	01/11/2026