



CERTIFYING COPIES OF CERTIFICATES

When you are applying for a benefit from Alberta Teachers' Retirement Fund (ATRF), i.e. a pension or termination benefit, or if you have applied to purchase or transfer service, you are required to provide a certified copy of your birth certificate. This is required in order to verify your date of birth which is used in the calculation.

Depending on the type of application you are making, you may also be asked to provide certified copies of your spouse/pension partner's birth certificate and your marriage certificate, if applicable. Your spouse/pension partner's birth certificate is required in order to verify his/her date of birth for the Joint Life and Last Survivor pension options. The marriage certificate is required to provide a name history and to verify your status as being legally married. In common-law situations, ATRF will provide a Statutory Declaration form for you to complete to verify the duration of your common-law relationship. Certain other certificates may be required for death benefit purposes if the member did not have a spouse/pension partner.

ATRF will accept certified copies of original documents from the following people:

- ATRF Staff
- Your ATRF Employer – Human Resources or Payroll Personnel
- Bank Managers
- Notaries
- Lawyers
- Police Officers
- Doctors
- Members of Parliament
- Members of the Legislative Assembly
- Justices of the Peace
- Judges

NOTE: A Commissioner for Oaths, under the Commissioner for Oaths Act, may not certify documents.

When any of the above listed persons are certifying a document, ATRF requires their signature, printed name, title and date to appear on the certified copy as shown below:

This is a certified copy of the original

John Smith
Payroll Officer, Edmonton Public
June 22, 2007

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