

Certifying documents

Instructions for applicants and authorised officers

September 2019



Instructions for applicants

- Make a copy of the original document.
- Take the original document and your copy to an Authorised Officer who can certify documents.
- **You must ensure the Authorised Officer certifies your documents in line with the requirements set out below**

The Authorised Officer will:

- check your copy is the same as the original
- visually compare your face against the photograph on any identity document to confirm that you are the person pictured in any of the documents with a photograph, and
- certify the copy of your document(s) per the instructions below.

Instructions for Authorised Officers

- Check the copy provided to you is the same as the original document
- If the document contains a photograph (e.g. passport, driver's licence) visually compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured in the copy with a photograph.
- On a single-page document, write or stamp, *'I have sighted the original document and certify this to be a true copy of the original.'*
- On documents with more than one page, initial every page and write or stamp the following on the last page *'I have sighted the original document and certify this to be a true copy of the original.'*
- On documents with a photograph, write or stamp *'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'*
- You must also write or stamp on the copy:
 - your signature
 - your full name
 - your occupation or profession (including your occupation or profession number, if relevant)
 - your stamp or seal (if relevant)
 - your phone number, and
 - the date.

List of Authorised Officers

In Australia, the following people are authorised to certify documents:

- Health professions: Chiropractor, dentist, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist.
- Legal professions: Legal practitioner, patent attorney, trademarks' attorney.
- Court positions: Bailiff, justice of the peace, judge, magistrate, registrar or deputy registrar, clerk, master of a court, CEO of a Commonwealth court
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Government representatives (elected): Federal, state or territory or local
- Public servants: Federal, state or territory or local – employed for five years or more.
- Employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
 - Australian Defence Force (an officer; or a non-commissioned officer with five years or more of continuous service; a warrant officer)
 - Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this Part
- Police officer
- Sheriff or sheriff's officer
- Teacher (full-time) at a school or tertiary education institution

Outside Australia, the following people are authorised to certify documents:

- Justice of the peace
- Notary public
- Australian consular officer or Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.

This document was updated in September 2019.