



Document Certification Guide

BACKGROUND

This form is intended to assist with document certification and provides users with an overview of what document certification means, how to obtain a certified document, and who is authorised to certify a document.

1. WHAT IS A CERTIFIED COPY OF AN ORIGINAL DOCUMENT?

A **certified copy** is a photocopy of the original document that has been certified as being a true copy of the original document by an individual who is an authorised certifier. The process of certifying that a document is a true copy of an original is used when an individual does not provide the original document to an organisation that needs to see or retain it. As such, this process allows for non-face-to-face document verification.

2. HOW TO OBTAIN A CERTIFIED DOCUMENT

To obtain a certified document please follow the steps noted below:

- Take the original and a clear and legible copy of the original, and provide this to the authorised certifier. Section 3 comprises of a list of a wide range of occupations and authorised signatories who may certify a document under Australian law.
- Ask the certifier to examine the copy to ensure that it is identical to the original and considered to be a true and correct copy. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.
- The certifier will need to provide the certification together with their name, date and the capacity in which they are signing (e.g. Postal Agent, Justice of the Peace, Solicitor, Health Professional). Sample wording is provided below:

I, [full name], in my capacity as [category of persons as listed below], certify this to be a true and correct copy of the document shown and presented to me as the original [signature and date].

- The certifier's wording should not express any opinion as to the authenticity of the document as certifying a document does not in any way 'authenticate' either the copy or the original document.
- If there are multiple pages to the copy, the certifier will need to sign or initial and number all pages.
- If the original document is not in English, you should also provide a certified copy of the written translation by an authorised translation service, such as an appropriate embassy or an accredited professional translation service.

Once the above steps have been completed, the copy is now considered to be certified.

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3. WHO IS AUTHORISED TO CERTIFY A DOCUMENT?

An independent third party must provide the certification. Where a conflict of interest may exist (for example a spouse, family member, or a party with a related interest) avoid using that person.

The list of people who are authorised to certify copies of original documents include:

- A person currently licensed or registered to practice in Australia as one of the following occupations:
 - Architect
 - Chiropractor
 - Conveyancer
 - Dentist
 - Financial adviser or financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
 - Fellow of the National Tax Accountants' Association
 - Member of Chartered Accountants Australia and New Zealand
 - Member of the Association of Taxation and Management Accountants
 - Member of CPA Australia
 - Member of the Institute of Public Accountants
- Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
- Australian Consular Officer or Australian Diplomatic Officer
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- An engineer who meets at least one of the following criteria:
 - A member of Engineers Australia, other than a student
 - A Registered Professional Engineer of Professionals Australia
 - Registered as an engineer under a law of the Commonwealth or a State or Territory
 - Registered on the National Engineering Register by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a Commonwealth statutory office not otherwise specified
 - For example, Director of the Australian Institute of Family Studies
- IBAC Officers
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
 - An officer
 - A non-commissioned officer with 5 or more years of continuous service
 - A warrant officer
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority
- Registered minister of religion
- Police officer
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

CONTACT DETAILS

If you have any questions or require further assistance, please contact your Customer Service team.