



Certified Copies Guide

A certified copy is a hard copy (photocopy or photo) of an original document. This copy has been written on and signed by an authorised person, attesting that it is an unaltered copy of the original.

NB: Once you have your documents certified, please upload these certified documents to your application

How to have a document certified

Take the original and a copy to an authorised person (see below for who is authorised).

- That person must write on the copy document a statement such as: *'I have sighted the original document and certify this to be a true copy of the original.'* They must **sign and date** the statement and put their **name and position** (e.g. Pharmacist) and their registration number (if relevant).
- For multiple page documents, every page must be signed or initialled, then on the last page a statement such as: *'I have sighted the original (insert number of pages) page document and certify this to be a true copy of the original', signed and dated with name and position* as above.
- Those that do this a lot (e.g. JPs and police stations) will have a stamp with the statement and their details on it and then they only need to stamp each page and sign and date it.

Tips

- Google "find a JP" to get a list of local JPs in your area.
- Police stations or your local sheriff (for outlying areas) are always a good option.
- Check your local shopping mall as they may have regular times when a JP is present to certify documents for the public.
- Get more than one copy of important documents certified so you have spares for future use.

Who is authorised to certify a document?

Within Australia, the following people can authorise documents.

- **Finance positions:** Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA), Bank / Building Society / Credit Union managers.
- **Court positions:** Bailiff, Justice of the Peace, Judge, Magistrate, Registrar or Clerk or CEO of a Commonwealth court.
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions).
- **Defence Force (Australia):** Officer, Warrant officer, Non-commissioned officer with 5+ years continuous service.
- **Government representatives (elected):** Federal, State or Territory or Local.
- **Government registered health professionals:** Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist, Veterinary surgeon.
- **Law & Legal professions:** Legal practitioner, Police officer, Patent or Trade Marks attorney, Sheriff or Sheriffs officer.
- Minister of religion or Marriage Celebrant.
- Notary Public.
- **Public servants:** Federal, State or Territory or Local (elected for 5 years or more)
- **Registered members of:** Chartered secretaries Australia, Engineers Australia.
- Teacher (full time) at a school or tertiary education institute.

Outside Australia, the following people can authorise documents.

- Justice of the Peace
- Notary Public
- Australian Consular Officer or Australian Diplomatic Officer
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia