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Certifying your documents

The person who is authorised to certify documents must sight the original and the copy and ensure both documents are identical. Documents must be either certified on all pages, or certified on the front page with a clear reference to the number of subsequent pages that are included. The certification must state one of the following:

Single page document
"I certify that this is a true and correct copy of the document I have sighted.
(Signature, name, qualification and date)"

For multiple paged documents
"I certify that this (number of pages) page (name of document/extract of the named document), is a true and correct copy of the document I have sighted.
(Signature, name, qualification and date)"

Individuals are not permitted to certify their own documents.

Australian Residents

A certified copy is a document that has been certified as a true copy of the original document by one of the following:

- A lawyer, being a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- A pharmacist;
- A judge of a court;
- A magistrate;
- A chief executive officer of a Commonwealth court;
- A registrar or deputy registrar of a court;
- A Justice of the Peace;
- A notary public (for the purposes of the Statutory Declaration Regulations 1993);
- A police officer;
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public;
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- An officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Non - Australian Residents

A certified copy is a document that has been certified as a true copy of the original document by one of the following:

- A police officer (including officer number and rank/position);
- A Justice of the Peace (including registration number (or equivalent));
- A judge of a court;
- A magistrate;
- A registrar or deputy registrar of a court;
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).