

Certification of Documents

The Certifying Officer must be:

- Currently employed in one of the professional or occupational groups listed below;
- Contactable by telephone during normal working hours.

The Certifying Officer must:

- Write on the copy "This is a true copy of the original documents sighted by me";
- Sign and print their name;
- Provide an address and a contact telephone number;
- State their profession or occupation group (as below);
- Write on the copy the date certified; and
- Affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- List the registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant member of a professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- A tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- The Admissions Office or Student Services Office at any Australian university or TAFE
- The official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number