

Certifying documents

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents.

Certified copies will only be accepted in hard copy by mail or in person (not by fax, email, etc). Photocopies of previously certified documents will not be accepted.

Who can certify documents?

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

- Justice of the Peace, Bail Justice, Registrar or Deputy Registrar
- Commissioner for Declarations, Commissioner for Oaths, Commissioner for Affidavits (dependent on jurisdictions)
- Lawyer
- Accountant (member of the ICA, ASA, NIA or CPA)
- Registered members of the teaching profession
- Member of the police force
- Sheriff or Deputy Sheriff
- Public Notary
- Permanent staff member of AHPRA

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

- Justice of the Peace (UK and NZ)
- Notary Public
- persons appointed to hold, or act in, the office of:
 - Australian Consul-General, Consul or Vice-Consul
 - Australian Trade Commissioner or Consular Agent
 - Australian Ambassador or High Commissioner
 - Australian Minister, Head of Mission, Commissioner, Charge d'affaires or Counsellor
 - Australian Secretary or Attache



Chiropractic
Dental
Medical
Nursing and Midwifery
Optometry

Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

What do the above authorised officers need to do to certify your proof of identity?

An Authorised Officer should do the following in the presence of the applicant:

- Certify that each document is a true copy of the original.
- Certify that the photograph on photographic documentation (e.g. licence or passport) is a true likeness of the applicant.
- Witness the signature of the applicant.

Certified documents must:

- be initialed on every page by the authorised officer.
- annotated on the last page as appropriate eg 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer.
- list the name, date of certification, and contact phone number, and the number and have the stamp or seal of the authorised officer (if relevant) applied.