

Document Certification Requirements

1. Single Page Certification Requirements

The certifier for a single page document, must write or stamp stating the following:

This is a certified true copy of the original as sighted by <certifiers name>

The certifier must also write or stamp on the copy:

<the date>

<their full name in BLOCK CAPITALS>

<their address>

<their occupation>

<their phone number>

<their signature>

2. Multiple Pages Certification Requirements

On documents with more than 1 page, the certifier must write or stamp on the first page.

I certify this and the following [number of pages] pages to be a true copy if the original as sighted by <certifiers name>

The certifier will be required to sign all other pages.

The certifier must also write or stamp on the copy:

<the date>

<their full name in BLOCK CAPITALS>

<their address>

<their occupation>

<their phone number>

<their signature>

3. Certification of Translation

Documents received that are written in a language that is not English, must be accompanied by a signed statement of truth from an accredited translation agency.

Ask the translation company to confirm in writing on the translation:

- That it's a true and accurate translation of the original document
- The date of the translation
- The full name and contact details of the translator, address, and sign on each supporting page.

4. Who can certify a document (Australia)

The following can complete identify declarations and certify documents for you if they:

- are an Australian citizen and
- are not related to you by birth, marriage or de facto relationship, and
- are easy to contact by telephone during normal working hours, should we need to contact them and are currently working in a profession or occupation listed below:
 1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of consular fees act 1955).
 2. Bailiff
 3. Bank Officer with 5 or more years continuous service.
 4. Building society officer with 5 or more years continuous service.
 5. Chiropractor (licensed or registered)
 6. Clerk of court
 7. Commissioner for Affidavits
 8. Commissioner for Declarations
 9. Credit union officer with 5 or more years continuous service.
 10. Dentist (licensed or registered)
 11. Fellow of the National Tax Accountant's Association
 12. Finance company officer with 5 or more years continuous service.
 13. Justice of court
 14. Justice of peace
 15. Legal Practitioner (licensed or registered)
 16. Magistrate
 17. Marriage celebrant licensed or registered under subdivision C division 1 of Part IV of the marriage Act 1961.
 18. Master of court
 19. Medical Practitioner (licensed or registered)
 20. Member of Chartered Secretaries Australia
 21. Member of Engineers Australia, other than at the grade student
 22. Member of the Association of Taxation and Management Accountants
 23. Member of Australian Defence Force with 5 or more years continuous service
 24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
 25. Member of the Parliament of the Commonwealth State, a Territory Legislature, or a local government authority of a State or Territory
 26. Minister of religion licensed or registered under subdivision A of Division 1 or Part IV of the Marriage Act 1961.
 27. Nurse (licensed or registered)
 28. Optometrist (licensed or registered)
 29. Permanent employees of Commonwealth, State or local government authority with at least 5 or more years of continuous service
 30. Permanent employees of Commonwealth, State or local government authority with at least 5 or more years
 31. Pharmacist (licensed or registered)
 32. Physiotherapist (licensed or registered)
 33. Police Officer
 34. Psychologist (licensed or registered)
 35. Registrar, or Deputy Registrar of a court
 36. Sheriff
 37. Teacher employed on a full-time basis at school or tertiary education institution
 38. Veterinary surgeon (licensed or registered)

5. Who can certify a document (Overseas)

If you are a resident overseas (i.e. outside of Australia) you can obtain a signed certified copy from anyone of the occupations listed in section 4 within your own country of residence.