



CERTIFYING DOCUMENTS

A 'certified copy' of an original document is a copy that has been verified as being a true copy of an original document. This is done by a person who is authorised to certify copies of original documents.

You may be required to provide certified copies of original documents in support of an application for registration, endorsement or for other purposes required by the National Law. The application form will outline which documents must be certified. Any documents containing a photograph (e.g. a passport, driver's licence, etc.) must be certified by an Authorised Officer with the statement 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'

WHO CAN CERTIFY DOCUMENTS?

In Australia:

- Health professions: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, Chiropractor, dentist, medical practitioner, medical radiation practitioner, midwife, nurse, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist
- Public servants: Federal, state or territory or local – employed for five years or more.
- Teacher (full-time or part-time) at a school or tertiary education institution
- Legal professions: Legal practitioner, patent attorney, trademarks' attorney
- Court positions: Bailiff, justice of the peace, judge, magistrate, registrar or deputy registrar, clerk, master of a court, CEO of a Commonwealth court
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Government representatives (elected): Federal, state or territory or local
- Employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
 - Australian Defence Force (an officer; or a non-commissioned officer with five or more years of continuous service; a warrant officer)
- Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this Part
- Police officer



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Outside Australia:

- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia
- Justice of the peace