



Certifying Identification Documents

How to Certify?

Certifications must:

- Include the words 'certified as a true copy of the original' or similar wording.
- Include the certifier's signature
- Include the certifier's printed name
- Include the certifier's title / occupation
- (optional) stamps or staff numbers
- If the original document has more than one page the certifier must sign or initial each page, number the page as 1 of 40, 2 of 40 and so on and amend the certification on the last page to read:
 - 'This is to certify that this [number of pages] – page document (each page of which I have numbered and signed) is a true copy of the original [number of pages] – page document that I have sighted'

Who can Certify?

Australian-based authorised signatories

One of the following persons:

- A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in the following occupations:
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
- 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)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.
- Employee of Australia Post with two or more years of continuous service
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955) – for a

full list of persons authorised under that Act, please refer to the list of overseas-based signatories below

- Bailiff
- An officer of a bank, building society, credit union or finance company with 2 or more continuous years of service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia, and
 - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955, and
 - (c) exercising his or her function in that place.
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia, and
 - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955, and
 - (c) exercising his or her function in that place.
- Fellow of the National Tax Accountants' Association
- Holder of a statutory office not already listed above
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - (a) an officer, or
 - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service, or
 - (c) a warrant officer within the meaning of that Act.
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

- Member of:
 - (a) the Parliament of the Commonwealth, or
 - (b) the Parliament of a State, or
 - (c) a Territory legislature, or
 - (d) a local government authority of a State or Territory.
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority, or
 - (b) a State or Territory or a State or Territory authority, or
 - (c) a local government authority;
 - with 2 or more years of continuous service who is not already listed above
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority, or
 - (b) a State or Territory or a State or Territory authority
- Sheriff or Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy

If certification is conducted overseas

If the certification was conducted overseas, the certifier must fall into a professional category as outlined in our list of persons authorised to certify documents – see list above.

Who may not Certify?

Signatories and applicants for the account may not certify their own documents, nor documents for other signatories or applicants on the account.

Family members of the signatories or applicants on the account.