

# 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 registration number and state/territory of registration.

## Who Can Certify Documents Within Australia?

### Professional or occupational groups:

- Accountant – member of a recognised 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 College;
- the official records department of the institution that originally issued the document(s).

### Other:

- A Justice of The Peace with a registration number

## Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.