



Certification guide

Please note: When having copies of documents certified you should show both the original document and copy to the eligible certifier.

Certification requirements

The certification of your documents must be completed in Australia, by a person in one of the positions specified below and who is **not** related to you (i.e. a parent, spouse, de facto partner or child).

Certification guidelines for single vs multiple page documents may vary. Sample wording for the certification of each document type is provided below.

Document type	Sample wording	Certification requirements
Single page	I, [full name], certify that this is a true and correct copy of the original	<ul style="list-style-type: none"> • Certifiers name, occupation and any licence number is clearly stated; • Certification is signed and dated within the last 12 months
Multiple page document <i>(with certification on every page)</i>	I, [full name], certify that this is a true and correct copy of the original	<ul style="list-style-type: none"> • Certifiers name, occupation and any licence number is clearly stated; • Certification is signed and dated within the last 12 months
Multiple page document <i>(with certification on front page only)</i>	I, [full name], certify that this page and the following 'x pages' are a true and correct copy of the original	

Who can certify copies of documents?

Legal

- a person who is enrolled on the roll of Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- a judge of a court
- a magistrate
- a Public Notary
- a Justice of the Peace

Post Office

- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public

Finance corporations (bank, building society, credit union)

- a bank / building society / credit union / finance company officer with 2 or more continuous years of service
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees

Accountant

- a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Other

- Police officer
- Pharmacist
- Medical practitioner
- Veterinarian

If you require further information regarding the certification of your documents, please do not hesitate to contact Client Services on 1300 655 101.

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