



Certification List

Complete List of who can certify your documents

A certified copy is a photocopy of a document that has been verified as being a true copy by a person who holds a certain position of responsibility.

The individual certifying the documents should include the text: 'This copy is a true likeness of the original' alongside their signature, name and occupation. You cannot witness or certify a document for yourself.

In **Australia**, the following people are authorised to certify documents:

- › Accountant (member of ICA, IPA or CPA, ATMA, Fellow of NTAA)
- › Bank officer, building society officer, credit union officer, finance company officer — with five or more continuous years of service
- › Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- › Court positions: Bailiff, Justice of the Peace, Judge, Magistrate, Registrar or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
- › Financial adviser or financial planner
- › Government representatives (elected): Federal, State or Territory, or Local
- › Health professions: Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
- › Holder of a statutory office not specified in another item in this Part
- › Legal professions: Legal practitioner, Patent attorney, Trademarks attorney
- › 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 5+ years of continuous service; a warrant officer)
 - » Australasian Institute of Mining and Metallurgy
- › Minister of religion or marriage celebrant
- › Notary public
- › Permanent employees of the Australian Health Practitioner Regulation Agency
- › Person before whom a statutory declaration can be made under the law of the State or Territory in which the declaration is made
- › Police officer, Sheriff or Sheriff's officer
- › Postal agent: Agent of the Australian Postal Corporation who is charge of an office supplying postal services to the public
- › Public servants: Federal, State or Territory or Local — with five or more continuous years of service
- › Senior Executive Service employee of the Commonwealth or a Commonwealth Authority; or a State or Territory or a State or Territory Authority
- › Teacher (full-time) at a school or tertiary education institution
- › Veterinary surgeon.

Outside **Australia**, the following people are authorised to certify documents:

- › 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
- › Notary public.