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.

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

- **Health professions**: Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
- **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
- **Public servants**: Federal, State or Territory or Local – with five or more continuous years of service
- **Postal Agent**: Agent of the Australian Postal Corporation who is charge of an office supplying postal services to the public
- **Permanent employees of the Australian Health Practitioner Regulation Agency**
- **Bank officer, building society officer, credit union officer, finance company officer** – with five or more continuous years of service
- **Veterinary surgeon**
- **Accountant (member of ICA, IPA or CPA, ATMA, Fellow of 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 5+ 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, Sheriff or Sheriff’s officer**
- **Teacher (full-time) at a school or tertiary education institution**
- **Person before whom a statutory declaration can be made under the law of the State or Territory in which the declaration is made**
- **Senior Executive Service employee of the Commonwealth or a Commonwealth Authority; or a State or Territory or a State or Territory Authority**

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

- **Justice of the Peace**
- **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**.