



Guidelines for the certification of documents.

In certain circumstances or at certain stages during your recruitment process, you may be asked to produce “Certified Documents.” These are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so.

The following is a guide to help you prepare your Certified Documents correctly.

Step 1.

Prepare all your documents with the following **ON THE FRONT OF EACH DOCUMENT:**

‘Certified True Copy of Original Document’

Signed.....

Name.....

Rank / Position.....

Date.....

Step 2.

There are many people from a broad range of professions who can certify your documents, so finding someone shouldn’t be a problem for you. The following is a list of those people:

Part 1 - Members of Certain Professions

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Patent attorney
- Pharmacist
- Veterinary surgeon
- DFR staff members (Military and Non-military)



Part 2 - Other Persons

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.

Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1985).

Bailiff.

Bank officer with five or more years of continuous service.

Building society officer with five or more years continuous service.

Chief executive officer of a Commonwealth court.

Civil marriage celebrant.

Clerk of a court.

Commissioner for Affidavits.

Commissioner of Declarations.

Credit union officer with five or more years continuous service.

Holder of a statutory office not specified in another item in this part.

Judge of a court.

Justice of the Peace.

Magistrate.

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 5 or more years continuous service; or
- (c) 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 the Institute of Corporate Managers, Secretaries and Administrators.

Member of the Institute of Engineers, Australia other than at the grade of student.

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) a Parliament of State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory.

Ministers of religion registered under Division 1 of part IV of The Marriage Act 1961.

Notary Public.

Permanent employee of:

- (a) the Commonwealth or of a Commonwealth authority; or
- (b) a State or Territory or of a State or Territory authority; or
- (c) a local government authority;

with five or more years of continuous service who is not specified in another item in this Part.

Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public.

Persons before who a statutory declaration may be made under the law of the state of Territory in which the declaration is made.

Police Officer Registrar, or Deputy Registrar, of a court.

Senior Executive Service officer of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority.

Sheriff.

Sheriff's officer.

Teacher employed on a full-time basis at a school or tertiary education institution.