**Certification of Documents**

**What documents require certification?**

Following are some of the documents that may require certification:

* identification documents (e.g. Passport, Citizenship Certificate, Birth Certificate, Marriage Certificate/ Registered Relationship Certificate or any official change of name document)
* documents relating to training and education (e.g. Certificates, Statement(s) of Attainment)
* trade documents, licences and registrations, professional memberships
* proof of employment, job descriptions, written references

**How do I get my documents certified?**

**Simply follow these steps:**

Step 1. Collect all the documents that require certifying

Step 2. Take ALL the documents to a person who is authorised to certify them (refer to ‘Who is authorised to certify my documents?’)

Step 3. Ensure each copy of every page of the original document is certified separately and clearly shows:

* the words 'I certify this to be a true copy of the document shown and reported to me as the original'
* the original signature of the certifying officer
* the name and address or provider/registration number (where appropriate) of the certifying officer, legibly printed below the signature

**Who is authorised to certify my documents?**

The person who certifies your documents and signs as the certifying officer must be contactable by telephone during normal working hours. The following table indicates a range of people who are able to perform the role of a certifying officer.

* a justice of the peace or a bail justice
* a licensed dentist
* a minister of religion authorised to celebrate marriages
* an Australian lawyer
* a veterinary practitioner
* a registered nurse
* a member of the police force
* a pharmacist or a medical practitioner
* the sheriff or a deputy sheriff
* a principal in the teaching service
* a member of Parliament of the Commonwealth, State or Territory
* a councillor of a municipality
* the manager of an authorised deposit-taking institution
* Public Servant with 5 or more continuous years of service
* a senior officer of a council
* a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants