



## Guidelines for the certification of documents

During the recruitment & selection process you are required 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.

Photocopy each of your documents.

Prepare your photocopied documents with the following on a blank area ON EACH PAGE OF EACH DOCUMENT:

**“Certified as a true and correct copy of the original document”**

**Signed**.....

**Name**.....

**Title/Profession**.....

**Registration Number** .....

**Address** .....

**Date**.....

*Request certifier to place official stamp or seal of the certifier's organisation here (if available)*

### Step 2.

Take your original documents, along with the photocopies to a person who is authorised to sign certified copies. The following is a guide of who is authorised to certify documents:

#### Members of certain professions (licensed or registered):

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon



### Other persons:

- Bailiff
- Bank officer with 5 or more years of continuous service
- Building society officer with 5 or more years of continuous service
- Clerk of court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Judge of a court
- Justice of the peace
- Magistrate
- Marriage celebrant or Minister of religion licensed or registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of the Australian Defence Force with 5 or more years of continuous service
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
- Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service.
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
- Police officer
- Registrar, or Deputy Registrar, of a court
- Sheriff
- Teacher employed on a full-time basis at a school or tertiary education institution

**Please note:** We do not accept certified documents from a person who is related to you by birth, marriage or de facto relationship.

### Step 3.

Scan the certified documents and submit for your application.

**Please note:** We do not accept photos of certified documents.

