


Getting your documents certified

SHOULD YOU REQUIRE ANY ASSISTANCE PLEASE CONTACT US:

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 **+61 2 8224 8604** (outside Australia)

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The person who certifies the relevant document must state the following.

I, [full name], as [category of persons as listed below], certify that this [name of document] is a true and correct copy of the original [signature and date].

Who can certify copies of documents – Australian residents

Legal	<ul style="list-style-type: none">• a solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described))• a judge of a court• a magistrate• a chief executive officer of a Commonwealth court• a registrar or deputy registrar of a court• a notary public
JP	<ul style="list-style-type: none">• a Justice of the Peace
Police	<ul style="list-style-type: none">• a police officer
Accountant	<ul style="list-style-type: none">• a member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants Australia or the National Institute of Accountants with two or more years of continuous membership
Post office	<ul style="list-style-type: none">• an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public• a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
Diplomatic service	<ul style="list-style-type: none">• an Australian consular officer• an Australian diplomatic officer (within the meaning of the Consular Fees Act 1985)
Financial corporations (bank, building society, credit union)	<ul style="list-style-type: none">• an officer with five or more continuous years of service with the same financial institution (for the purposes of the Statutory Declaration Regulations 2018)• a finance company officer with five or more continuous years of service with the same finance company (for the purposes of the Statutory Declaration Regulations 2018)• an officer with, or authorised representative of, a holder of an Australian financial services licence, having five or more continuous years of service with the same licensee

Who can certify copies of documents – Foreign residents

Legal	<ul style="list-style-type: none">• a judge of a court• a magistrate• a registrar or deputy registrar of a court
JP	<ul style="list-style-type: none">• a Justice of the Peace (please include registration number or equivalent)
Police	<ul style="list-style-type: none">• a police officer (please include officer number and rank/position)
Diplomatic service	<ul style="list-style-type: none">• an Australian consular officer• an Australian diplomatic officer (as defined under the Consular Fees Act 1985)
Commissioners/ Notary	<ul style="list-style-type: none">• Commissioner for Affidavits (or Oaths)• Commissioner for Declarations (or Oaths)• Notary public <p>Persons from this category must clearly state the following when certifying documents:</p> <ul style="list-style-type: none">- their full name- their designation (select one from the three listed above)- their commissioner seal or notary seal, and- their registration number (or equivalent). If a solicitor or accountant, then include firm name and professional registration number (or equivalent).