


DEFENCE FORCE RECRUITING

Guidelines for Certification / Witnessing of Documents

How To Certify Documents

Document copies must state **ON EACH PAGE CONTAINING INFORMATION:**

'Certified True Copy of Original Document'
 Signed.....
 Name.....
 Rank / Position.....
 Date.....

EXAMPLE ONLY

People Who Can Certify / Witness Documents

Part 1 – Members of Certain Professions

Chiropractor
 Dentist
 Legal practitioner
 Medical practitioner
 Nurse
 Patent attorney
 Pharmacist
 Veterinary surgeon

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

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Page:

1 of 2

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Call 13 19 02 or visit www.defencejobs.gov.au



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

Witnessing of Documents

In order to achieve a high degree of certainty that documents provided in support of an application have been witnessed openly, honestly and in good faith, recruiting staff are to be vigilant when sighting such documentation. Recruiting staff are to familiarise themselves with local State or Territory laws pertaining to who can and can't witness documentation. In particular, the rules that have been devised and prescribed by the State and Territory bodies governing the Witnessing of Documents.

Should Original Documents Be Posted?

It is **NOT** recommended that original documents be posted (including via Registered Post).

ONLY certified copies of original documents (e.g. Birth Certificates, School Certificates / Records, Marriage Certificates etc.) should be posted, as per the guidelines above. This will avoid any unnecessary delay in the application process due to loss of original documents.