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…………………………………………

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
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.