

## Guidelines for Certification of Documents

The information you give is required to determine the general comparability of your qualifications in Australian terms.

You will need to provide all the information asked for before your application can be finalised. Incomplete applications cannot be processed and may be returned to you.

Answer all questions in English. Initial and date any alteration to the form.

To support your application, you will need to provide **certified copies** of all the documents requested. Please do not send the originals of these documents, or copies of certified copies. **All documents not in English must be translated and certified copies attached to the documents to which they refer.**

In order for documents to meet certification requirements, a copy has to be clearly authorised as a true copy of the original by an appropriate person.

Persons who may certify documents include Justices of the Peace (JPs), legal practitioners, admissions officers of all Australian universities and officers of State and Territory Government Overseas Qualifications Units (refer also to list attached).

Each copy of the document must be certified separately and must show clearly:

- ◆ the words "certified true copy of the original"
- ◆ the signature of the certifying officer; and
- ◆ the name and address or provider/registration number (where appropriate) of the certifying officer, legibly printed below the signature. It must be possible, from the details provided, to contact the certifying officer if necessary.

## **Attachment A.**

### ***Persons before whom a statutory declaration may be made***

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supply 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 5 or more continuous year of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Civil marriage celebrant
- Clerk of the Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Fellow of the National Tax Accountants Association
- Finance company officer with 5 or more year of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Master of a court
- Member of the Association of Taxation and Management Accounts

- 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 of 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 Institution of Engineers, Australia, other than at the grade of student
- Member of:
  - a) the Parliament of the Commonwealth; or
  - b) the Parliament of a State; or
  - c) a Territory legislature; or
  - d) a local government authority of a State or Territory
- Minister 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 5 or more years of continuous service who is not specified in another item in this Part
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office postal services to the public
- Person before whom a statutory declaration may be made under the law of the State or 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