


SHOULD YOU REQUIRE ANY ASSISTANCE PLEASE CONTACT US:

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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).