

## **What is a certified document**

A 'certified copy' of an original document is a copy that has been verified as being a true copy of an original document such as a:

- birth certificate
- driver's licence
- passport.

This is done by a person who is authorised to certify copies of original documents.

## **How to have copies of original documents certified**

Bring both the original and a copy of the original to the certifier.

The certifier will:

1. examine the original to ensure it is not a copy or forgery
2. examine the copy to ensure it is identical to the original. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.

The certifier will then write or stamp the copy with the words: "Certified to be a true copy of the original seen by me." They will sign and date the copy, and write or stamp their:

1. name
2. personal or professional address, and
3. qualification as an authorised certifier.

If there are multiple pages to the copy, the certifier will sign or initial and number all pages.

The copy has now been certified.

## **Who can certify documents**

Professions listed as authorised witnesses by the *Oaths, Affidavits and Statutory Declarations Act 2005* include:

- Academic (post-secondary institution)
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff

- Bank Manager
- Chartered secretary
- Chemist
- Chiropractor
- Company auditor or liquidator
- Court officer (Judge, magistrate, registrar or clerk)
- Defence Force officer
- Dentist
- Doctor
- Electorate Officer (State – WA only)
- Engineer
- Industrial organisation secretary
- Insurance broker
- Justice of the Peace (any State)
- Lawyer
- Local government CEO or deputy CEO
- Local government councillor
- Loss adjuster
- Marriage Celebrant
- Member of Parliament (State or Commonwealth)
- Minister of religion
- Nurse
- Optometrist
- Patent Attorney
- Physiotherapist
- Podiatrist
- Police officer
- Post Officer Manager
- Psychologist
- Public Notary
- Public Servant (State or Commonwealth)
- Real Estate agent
- Settlement agent
- Sheriff or deputy Sheriff
- Surveyor
- Teacher
- Tribunal officer
- Veterinary surgeon
- an [authorised person](#) under the Commonwealth *Statutory Declarations Act 1959*