

## CERTIFYING/NOTARIZING DOCUMENTS

Copies of documents provided in support of an application, must be certified/notarized as true copies of the original documents.

### What is a certified or notarized document?

A certified or notarized copy is a copy (often a photocopy) of a primary document that has on it an endorsement that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document. When you provide us with a copy of an original document, we require the copy to be “certified” or “notarized” by an authorised officer to show that it is an authentic copy of the original document. Please see below for a list of people who are authorised to certify or notarize documents.

### How to certify or notarize a document

Before certifying or notarizing a document, the authorised certifier must ensure the copy to be certified is an identical copy of the original. You will need to take you original document(s) and a clear and legible photocopy of all pages of the original document(s) to a person who is authorized to certify/notarize documents (see list below). The authorised certifier will need to compare the copy with the original, then stamp or write the following on **every** page of the copy:

*“This is a true copy of the original documents sighted by me”*

Signature

Full name

Address

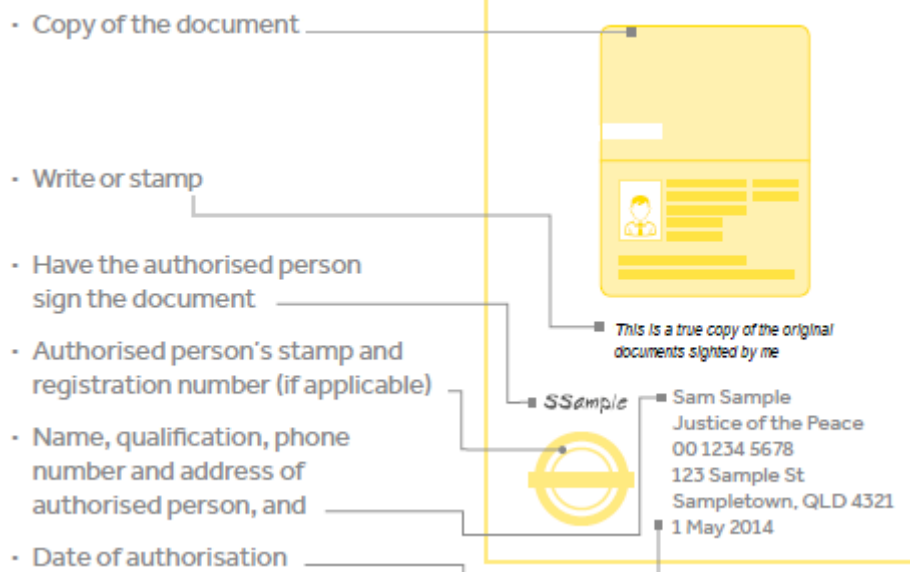
Telephone number

Profession or occupation group (as below)

Date of certification/notarization

(Optional) Stamp the copy with the official stamp or seal of their organisation (if they have one)

For example:



## Documents in languages other than English

Certified/notarized copies of relevant documents must be in English. If the original document is in a language other than English it will need to be translated into English by an authorised translation service. The translation organisation's name and contact details must also be provided on the translated document. Both the foreign language document and translated document must be certified and provided with your application.

## Who can certify or notarize documents?

Anyone who is currently employed as one of the following:

Profession	International	Australia
Education	Admissions Office or Student Administration of any university or college Teacher (full-time) at a school or tertiary education institution	Admissions Office or Student Administration of any university or college Teacher (full-time) at a school or tertiary education institution
Health professions	Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist	Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
Legal professions	Legal practitioner, Patent attorney, Trade marks attorney	Legal practitioner, Patent attorney, Trade marks attorney
Court positions	Bailiff, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, Justice of the Peace	Bailiff, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court. Justice of the Peace, CEO of a Commonwealth court
Commissioners	N/A	Commissioners for Affidavits, or Commissioner for Declarations
Government representatives	Government representatives (elected)	Government representatives (elected)
Public servants	N/A	Federal, State or Territory or Local – employed for five years or more
Permanent employees	N/A	Permanent employees of the Australian Health Practitioner Regulation Agency
Official officers	N/A	Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
Accountant	Public Accountants (member of ICA, ASA, NIA or CPA, ATMA, NTAA)	Public Accountants (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
Ministers	Minister of religion, or marriage celebrant	Minister of religion, or marriage celebrant
Members of Membership Bodies	N/A	Chartered Secretaries Australia, Engineers Australia, other than at the grade of student, Australian

		Defence Force (an officer; or a non-commissioned officer with 5+ years of continuous service; a warrant officer) or Australasian Institute of Mining and Metallurgy
Notary public	Currently serving	Currently serving
Statutory office	Holder of a statutory office not specified in another item in this table	Holder of a statutory office not specified in another item in this table
Veterinary surgeon	Currently licenced	Currently licenced
Police officer	Currently serving	Currently serving
Sheriff or Sheriff's officer	Currently serving	Currently serving

Please note that you are NOT able to certify/notarize your own documents.

If you have any queries regarding certifying/notarizing documents, please contact EIT for further assistance.