

## CERTIFYING DOCUMENTS

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

### What is a certified document?

A certified 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” 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 documents.

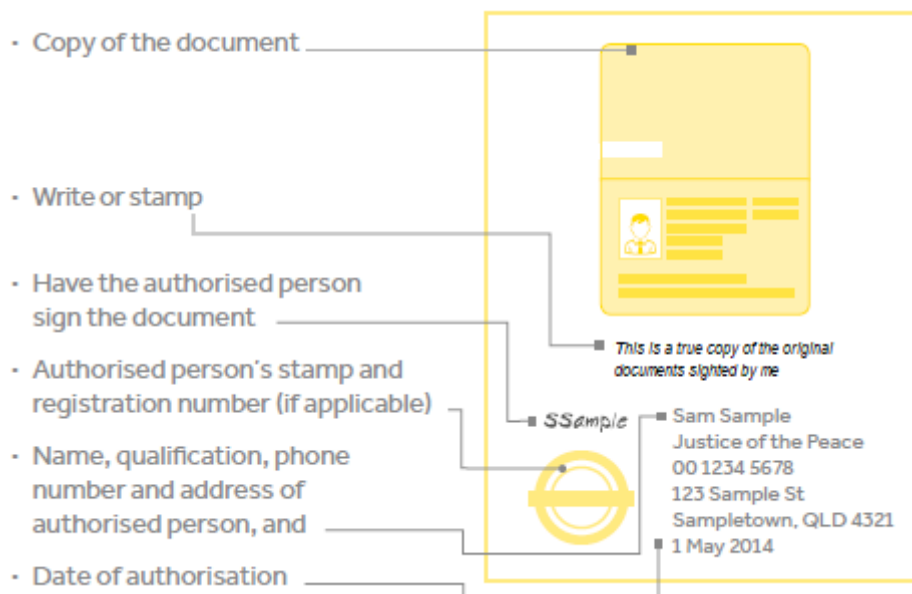
### How to certify a document

Before certifying a document, the authorised certifier must ensure the copy to be certified is an identical copy of the original. You will need to take your 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 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
- (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 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 documents?

- The Admissions Office or Student Administration of any university or college
- Anyone who is currently employed as one of the following:

Health professions	Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
Legal professions	Legal practitioner, Patent attorney, Trade marks attorney
Court positions	Bailiff, Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court, CEO of a Commonwealth court
Commissioners	Commissioners for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
Government representatives	Government representatives (elected): Federal, State or Territory or Local
Public servants	Federal, State or Territory or Local – employed for five years or more
Permanent employees	Permanent employees of the Australian Health Practitioner Regulation Agency
Official officers	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)
Ministers	Minister of religion, or marriage celebrant
Members of Membership Bodies	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
Statutory office	Holder of a statutory office not specified in another item in this Part
Veterinary surgeon	Currently licenced
Police officer	Currently serving
Sheriff or Sheriff's officer	Currently serving
Teacher	Teacher (full-time) at a school or tertiary education institution

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

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