

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 authorized officer to show that it is an authentic copy of the original document. Please see below for a list of people who are authorized to certify documents.

How to certify a document

- › Make a copy of all pages of the original document that is to be certified
- › Take the original document and your copy to a person who is authorized to certify documents (see list below).
- › The certifier will check your copy is the same as the original
- › On a single-page document, the certifier must write or stamp, ‘*This is a certified true copy of the original as sighted by me*’
- › On documents with more than 1 page, the certifier must write or stamp ‘*I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me*’ on the first page and initial all other pages.
- › The certifier must also write or stamp on the copy:
 - Their signature
 - Their full name
 - Their occupation
 - Their phone number
 - The date
 - Their address (optional)

For example: - Copy of the document

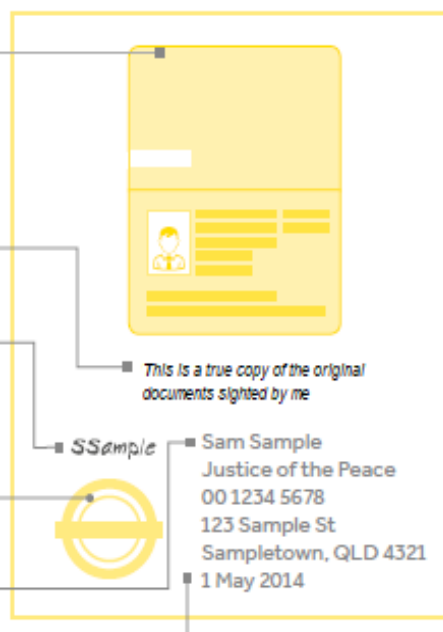
- Write or stamp

- Have the authorised person sign the document

- Authorised person’s stamp and registration number (if applicable)

- Name, qualification, phone number and address of authorised person, and

- Date of authorisation



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 authorized translation service. The translation organization'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:
 - Australian consular officer or Australian diplomatic officer (check if this service is available at your nearest Australian embassy or consulate)
 - Bailiff
 - Bank officer with 5 or more years of continuous service
 - Building society officer with 5 or more years of continuous service
 - Chiropractor (licensed or registered)
 - Clerk of court
 - Commissioner for affidavits
 - Commissioner for declarations
 - Credit union officer with 5 or more years of continuous service
 - Dentist (licensed or registered)
 - Fellow of the National Tax Accountant's Association
 - Finance company officer with 5 or more years of continuous service
 - Judge of a court
 - Justice of the peace
 - Legal practitioner (licensed or registered)
 - Magistrate
 - Marriage celebrant licensed or registered under subdivision c of division 1 of part iv of the marriage act 1961
 - Master of a court
 - Medical practitioner (licensed or registered)
 - Member of chartered secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australian Defence Force with 5 or more years of continuous service
 - Member of the Institute Of Chartered Accountants In Australia, the Australian Society Of Certified Practicing Accountants or the Institute Of Public Accountants
 - Member of the Parliament Of The Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
 - Minister of religion licensed or registered under Subdivision A Of Division 1 Of Part IV Of The Marriage Act 1961
 - Nurse (licensed or registered)
 - Optometrist (licensed or registered)
 - Permanent employee of Australian, state or local government authority with at least 5 or more years of continuous service.
 - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
 - Pharmacist (licensed or registered)
 - Physiotherapist (licensed or registered)
 - Police officer
 - Psychologist (licensed or registered) registered migration agent (where registration is not suspended or subject to a caution)
 - Registrar or deputy registrar of a court
 - Sheriff
 - Teacher employed on a full-time basis at a school or tertiary education institution, or
 - Veterinary surgeon (licensed or registered)

**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.**