Fact sheet – Certifying documents: Instructions for applicants

Ahpra & National Boards

Step 1

Make a copy of the original document.

Step 2

Take the original document and your copy to an Authorised Officer who can certify documents.

In Australia, the following people are authorised to certify documents and photographic identity documents. (Authorised Officer must use the correct certification wording found in this fact sheet):

- Registered health practitioner: Aboriginal and Torres Strait Islander Health Practitioner, Chinese medicine practitioner, chiropractor, dental practitioner, medical practitioner, medical radiation practitioner, midwife, nurse, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist
- Public servants: federal, state or territory, or local – employed for 5 years or more
- Teacher (full-time or part-time) at a school or tertiary education institution
- 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
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Elected government representatives: federal, state or territory, or local
- Bank officer, building society officer, credit union officer, finance company officer – employed for 5 years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
  - Chartered Secretaries Australia
  - Engineers Australia, other than students
  - Australian Defence Force (an officer; or a non-commissioned officer with 5 years or more of continuous service; a warrant officer)
  - Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this list
- Police officer
- Sheriff or sheriff's officer

Important note for NSW applicants only

In NSW, justice of the peace cannot certify that photos are a true likeness. To get photo ID documents certified, NSW applicants need to take their documents to another authorised officer on the list of authorised officers.

Outside Australia, the following people are authorised to certify documents and photographic identity documents. (Authorised Officer must use the correct certification wording found in this fact sheet):

- Notary public
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia
- Justice of the peace
- Legal professions: legal practitioner (includes lawyer, solicitor and barrister), patent attorney, trade marks attorney
- **Australian Registered health practitioner:** Aboriginal and Torres Strait Islander Health Practitioner, Chinese medicine practitioner, chiropractor, dental practitioner, medical practitioner, medical radiation practitioner, midwife, nurse, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist
- Australian consular officer or Australian diplomatic officer (within the meaning of the Consular Fees Act 1955) – Documents certified by an Australian consular officer or Australian diplomatic officer, **which have a photograph**, must include an Identity Certificate. Ask for the Identity Certificate when your documents are being certified. The Identity Certificate must be included when you submit your certified documents.

Authorised Officers must certify a document in person and cannot do so over an audiovisual link (i.e. Zoom or Teams)

Step 3

You must ensure the Authorised Officer certifies your documents in line with Ahpra's requirements.

See page 3 of this document for instructions and examples.

The Authorised Officer will:

- check your copy is the same as the original
- compare your face against the photograph on any identity document to confirm that you are the person pictured, and
- certify the copy of your documents with a photo and documents without a photo, as outlined on page 3 of this document.

Incorrectly certified documents will not be accepted and will cause delays.

- For more information, visit www.ahpra.gov.au/Registration/Applying-for-registration/Certifying-Documents.

Fact sheet – Certifying documents
Instructions for Authorised Officer

Ahpra & National Boards

Step 1

Inspect the original document to ensure that it is an original document.

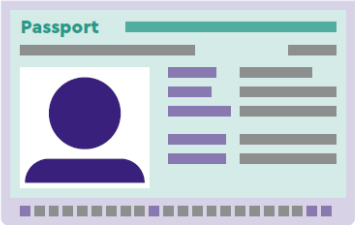
Check the copy provided to you is the same as the original document.

If the document contains a photograph (e.g. passport, driver's licence) compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured.

Step 2

Documents with a photo

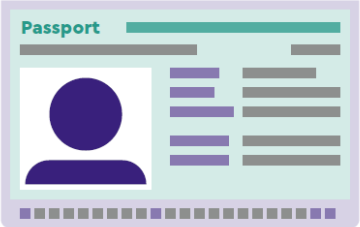
On documents with a photograph, sign, date the copy and write or stamp: 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'



*I certify that this is a true copy of the original and the photograph is a **true likeness of the person presenting the document as sighted by me**.*

Name, date, contact phone number, occupation/profession and profession number (if applicable).

Correct wording – refers to the document **and** to the **person** presenting the document



I have sighted the original document and certify this to be a true copy of the original.

Name, date, contact phone number, occupation/profession and profession number (if applicable).

Incorrect wording – refers to the **document only**, it must also refer to the person

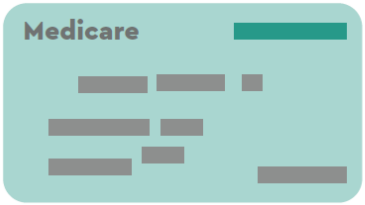
Note: Australian consular officers or Australian diplomatic officers can use their standard certification statement and must provide the Identity Certificate when certifying the documents.

Documents without a photo

On a single-page document, sign, date the copy and write or stamp:

'**I have sighted the original document and certify this to be a true copy of the original.**'

On documents with more than one page, e.g. a tenancy agreement, **initial every page**, number all pages (i.e. page 2 of 5 etc) and write or stamp the following on the first page: '**I have sighted the original document and certify this to be a true copy of the original.**'



I have sighted the original document and certify this to be a true copy of the original.

Name, date, contact phone number, occupation or profession and profession number (if applicable).

Correct wording – refers to the **document**

All documents

The certification statement must be on each document. Where both the front and back of a document are required, as outlined in the Proof of identity requirements document, the certification statement must be provided for both sides of the document.

You must also write or stamp on the copy:

- your signature
- your full name
- your occupation or profession (including your occupation or profession number, if relevant)
- your stamp or seal (if relevant)
- your phone number, and
- the date.