

# How to get your documents certified

Please provide certified copies of the relevant identification documents.

A certified copy is a document which has been certified as a true and correct copy of the original document by an approved certifier. The certifier should certify that the photocopy is a true and correct copy of the original by writing on and signing the photocopy as follows:

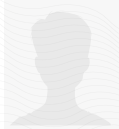
I, [full name of authorised certifier], as [select appropriate person from authorised list refer pages 2-4], certify that this [name of document] is a true copy of the original.

Signature

Date

## Example

ONE Primary Photographic Identification Document  
(all information on documents must be clear and legible), for example:

<b>DRIVER LICENCE</b>		<p>I, <i>Sam Sample</i>, as a <i>Medical Practitioner</i>, certify that this <i>Driver Licence</i>, is a true copy of the original.</p> <p style="text-align: center;"><i>Sam</i></p> <p style="text-align: center;"><b>1 February 2023</b></p>
<p>Frankie Example</p> <p>123 Sample Street, SYDNEY, NSW, 2000</p> <p>Licence number: 12345678</p> <p><i>Sam</i></p>	 <p style="text-align: center;">Date of Birth      Expiry Date 01/01/1987      23 Feb 2024</p>	
<p>Driver Licence certified and signed by Medical Practitioner.</p>		

## OR

ONE Primary Non-Photographic Identification Document and ONE Secondary Identification Document  
(all information on documents must be clear and legible), for example:

<b>BIRTH CERTIFICATE</b>		<p>I, <i>Sam Sample</i>, as a <i>Medical Practitioner</i>, certify that this <i>Australian Birth Certificate</i> and <i>Medicare card</i>, is a true copy of the original.</p> <p style="text-align: center;"><i>Sam</i></p> <p style="text-align: center;"><b>1 February 2023</b></p>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">1 CHILD</td> <td style="width: 35%;"> <p>Family name (Given name(s)) Date of birth Place of birth</p> </td> <td style="width: 50%;"> <p>EXAMPLE Charlie 1 January 1987 Sample Hospital, Sydney</p> </td> </tr> <tr> <td style="text-align: center;">2 MOTHER</td> <td> <p>Family name (Maiden family name) Given name(s) Occupation Age Place of birth</p> </td> <td> <p>EXAMPLE BROWN Leisha Doctor 35 years Sydney, NSW</p> </td> </tr> <tr> <td style="text-align: center;">3 FATHER</td> <td> <p>Family name (Given name(s)) Occupation Age Place of birth</p> </td> <td> <p>EXAMPLE Steve Electrician 37 years Melbourne, VIC</p> </td> </tr> <tr> <td style="text-align: center;">4 MARRIAGE OF PARENTS</td> <td> <p>Date of marriage Place of marriage</p> </td> <td> <p>23 August 1985 Sydney, NSW</p> </td> </tr> <tr> <td style="text-align: center;">5 PREVIOUS CHILDREN OF RELATIONSHIP</td> <td colspan="2"> <p>Not any</p> </td> </tr> <tr> <td style="text-align: center;">6 INFORMANTS</td> <td> <p>Name Address</p> </td> <td> <p>S. EXAMPLE 1 Smith Street, Sydney, NSW 2000 Father</p> </td> </tr> <tr> <td style="text-align: center;">7 REGISTERING AUTHORITY</td> <td> <p>Name Date</p> </td> <td> <p>Peter Owen, Registrar 1 January, 1987</p> </td> </tr> <tr> <td style="text-align: center;">8 ENDORSEMENT(S)</td> <td colspan="2"> <p>Not any</p> </td> </tr> </table>	1 CHILD		<p>Family name (Given name(s)) Date of birth Place of birth</p>	<p>EXAMPLE Charlie 1 January 1987 Sample Hospital, Sydney</p>	2 MOTHER	<p>Family name (Maiden family name) Given name(s) Occupation Age Place of birth</p>	<p>EXAMPLE BROWN Leisha Doctor 35 years Sydney, NSW</p>	3 FATHER	<p>Family name (Given name(s)) Occupation Age Place of birth</p>	<p>EXAMPLE Steve Electrician 37 years Melbourne, VIC</p>	4 MARRIAGE OF PARENTS	<p>Date of marriage Place of marriage</p>	<p>23 August 1985 Sydney, NSW</p>	5 PREVIOUS CHILDREN OF RELATIONSHIP	<p>Not any</p>		6 INFORMANTS	<p>Name Address</p>	<p>S. EXAMPLE 1 Smith Street, Sydney, NSW 2000 Father</p>	7 REGISTERING AUTHORITY	<p>Name Date</p>	<p>Peter Owen, Registrar 1 January, 1987</p>	8 ENDORSEMENT(S)	<p>Not any</p>	
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<p>Before accepting copies, sight unaltered original. The original has a coloured background.</p> <p>REGISTRY OF BIRTHS, DEATHS AND MARRIAGES</p> <p style="text-align: center;"><i>Sam</i> Registrar</p>																									
<p>Birth Certificate and Medicare card certified and signed by Medical Practitioner.</p>																									

# Acceptable persons for certifying documents in Australia


- A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
  - Architect
  - Chiropractor
  - Dentist
  - Financial adviser or planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- Accountant who is:
  - a fellow of the National Tax Accountants' Association; or
  - a member of any of the following:
    - Chartered Accountants Australia and New Zealand;
    - the Association of Taxation and Management Accountants;
    - CPA Australia; or
    - the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Public Service (APS) employee engaged on an ongoing basis with 2 or more years of continuous service not specified elsewhere in this list
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Engineer who is:
  - a member of Engineers Australia, other than at the grade of student; or
  - a Registered Professional Engineer of Professionals Australia; or
  - registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - registered on the National Engineering Register by Engineers Australia
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified elsewhere in this list

- Judge
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority with 2 or more years of continuous service and is a person not already specified elsewhere in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior executive employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.

# Acceptable persons for certifying documents outside Australia

- A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service (includes or an employee of Westpac New Zealand Limited with 2 or more years of continuous service)
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Judge of a court
- Magistrate
- Registrar, or Deputy Registrar, of a court
- A person authorised as a notary public in a foreign jurisdiction
- Accountant who is:
  - a fellow of the National Tax Accountants' Association; or
  - a member of any of the following:
    - Chartered Accountants Australia and New Zealand;
    - the Association of Taxation and Management Accountants;
    - CPA Australia; or
    - the Institute of Public Accountants
- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents.

## You've got questions? We've got time to talk.

 **13 33 30**  
7.30 am to 7.30pm  
Monday to Saturday

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 **[stgeorge.com.au](http://stgeorge.com.au)**

### Accessibility support

At any time, you can inform us how you would prefer to be contacted. If you are deaf and/or find it hard hearing or speaking with people who use a phone, you can reach us through the National Relay Service (NRS). To use the NRS, you can register by scanning the QR Code or visiting [infrastructure.gov.au/national-relay-service](http://infrastructure.gov.au/national-relay-service)

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St. George acknowledges the traditional owners as the custodians of this land, recognising their connection to land, waters and community. We pay our respect to Australia's First Peoples, and to their Elders, past and present.

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