HOW TO HAVE A DOCUMENT CERTIFIED

Make a photocopy of the original document and take the original and the copy to one of the people listed below. The person must make the following written statement ON EVERY PAGE. They must then sign each statement and provide their designation, e.g. Police Officer PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE VICTORIAN EVIDENCE (MISC. PROVISIONS) ACT 1958 – SECTION 107A

**Within Australia**

- a justice of the peace or a bail justice
- a public notary
- An Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or a deputy registrar of the County Court
- the principal registrar of the Magistrates’ Court or a registrar or deputy registrar of the Magistrates’ Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the Local Government Act 1989;
- a registered medical practitioner registered under the Health Practitioner Regulation National Law 2009
- a registered dental practitioner registered under the Health Practitioner Regulation National Law 2009
- a veterinary practitioner
- a pharmacist registered under the Health Practitioner Regulation National Law 2009
- a principal within the meaning of the Education and Training Reform Act 2006
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the Institute of Public Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria) Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

**Outside Australia**

- Justice of the Peace
- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.

What do the above authorised officers need to do to certify your documents?

An Authorised Officer should do the following in the presence of the applicant:

- Certify that each document is a true copy of the original.
- Certify that the photograph on photographic documentation (e.g. licence or passport) is a true likeness of the applicant.
- Witness the signature of the applicant.

Certified documents must:

- Be initialled on every page by the Authorised Officer.
- Annotated on the last page as appropriate e.g. “I have sighted the original document and certify this to be a true copy of the original” and signed by the Authorised Officer.
- List the name, date of certification, and contact phone number and position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.