

Certifying documents: Instructions for applicants



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 for the purposes of Ahpra and the National Boards:

- Registered health professions: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, chiropractor, dentist, 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 five years or more.
- Teacher (full-time or part-time) at a school or tertiary education institution
- Legal professions: Legal practitioner, patent attorney, trademarks' 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)
- Government representatives (elected): Federal, state or territory or local
- Employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five 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 at the grade of student
 - Australian Defence Force (an officer; or a non-commissioned officer with five 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 Part
- Police officer
- Sheriff or sheriff's officer

Outside Australia, the following people are authorised to certify documents and photographic identity documents for the purposes of Ahpra and the National Boards:

- 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.
- Justice of the peace

Step 3

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

See page two of this document for instructions and examples.

The Authorised Officer will:

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

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

For more information, visit www.ahpra.gov.au/Registration/Registration-Process/Certifying-Documents.

Certifying documents: Instructions for Authorised Officers



Step 1

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

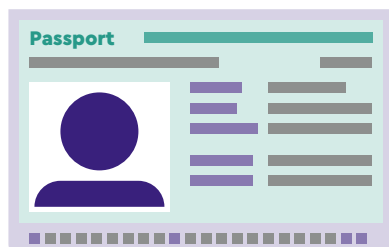
Check the copy provided to you is the same as the original document

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

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.***

A stylized handwritten signature in black ink.

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.

A stylized handwritten signature in black ink.

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

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.

A stylized handwritten signature in black ink.

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 certification document or, where there are multiple pages, the front page of every certification 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.