

DOCUMENTATION CERTIFICATION INSTRUCTIONS

LIST OF PERSONS ALLOWED TO CERTIFY IDENTIFICATION DOCUMENTATION

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- 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)
- An officer with, or authorized representative of, a holder of an Australian financial services licence (AFSL), 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 (ACL), having 2 or more years of continuous service with one or more licensees
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955). This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - Consul-General
 - Consul
 - Vice-Consul
 - Trade Representative
 - Consular Agent
- Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia:
 - Ambassador
 - High Commissioner
 - Head of a Mission
 - Commissioner
 - Charge d'Affaires
 - Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar
- 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 Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - exercising his or her function in 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
- Fellow of the National Tax Accountants' Association
- Finance company officer with 2 or more years of continuous service with a finance company
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- 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 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 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 Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- 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
- 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 Service 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
- Member of the Australasian Institute of Mining and Metallurgy

DOCUMENTATION CERTIFICATION INSTRUCTIONS

Note: All documents must be current unless otherwise stated.

HOW TO CERTIFY DOCUMENTS

Each certified photocopy(s) must include the statement (or similar wording)

“I certify that this is a true copy of the original document”

The certifier must include their **full name, signature, date** and **qualification or occupation** which make them eligible.

A person may not certify their own documents. An applicant cannot certify documents for another applicant.

ACCEPTABLE DOCUMENTATION IDENTIFICATION STANDARD

We accept CERTIFIED copies of the document(s) by post, fax or email. **DO NOT** send original documents by post.

PART A – PRIMARY PHOTOGRAPHIC IDENTIFICATION (SUFFICIENT ID BY ITSELF)

- Australian Passport issued by the Commonwealth, which has not been expired for more than 2 years
- Drivers licence issued in Australia
- Proof of Age Cards – issued under a law of a state or territory. (All States)
- NSW birth card (not currently available in other states)
- NSW Photocard
- International Passport or Travel Document which:
 - contains a photograph of the person in whose name the document is issued;
 - is issued by a foreign government, the United Nations (UN) or an agency of the UN; and
 - if written in language not understood, accompanied by an English translation from an accredited translator.
- A national identity card issued for the purpose of identity which:
 - contains a photograph and signature of the person in whose name the document is issued;
 - Issued by a foreign government, the United Nations (UN) or an agency of the UN; and
 - if written in language not understood, accompanied by an English translation from an accredited translator.
- Security Industry Licences (issued by States)
- Firearms licence issued under law (All States)

OR

PART B – 2 X PRIMARY NON PHOTOGRAPHIC IDENTIFICATION

- Birth certificate or birth extract issued by an Australian State or Territory
- Birth certificate issued by a foreign government, the United Nations or an agency of the UN
 - if written in language not understood, accompanied by an English translation from an accredited translator
- Citizenship certificate issued by the Commonwealth
- Citizenship certificate issued by a foreign government
 - if written in language not understood, it must be accompanied by an English translation from an accredited translator
- A pension card or health care card issued by Centrelink /Department of Human Services that entitles the person in whose name the card is issued, to financial benefits
- A pension card or health care card issued by the Department of Veteran Affairs (DVA) which contains the full name and address/date of birth of the individual

OR

PART C – 1 X PRIMARY NON PHOTOGRAPHIC (REFER PART B ABOVE) AND 1 X SECONDARY IDENTIFICATION)

- A notice that was issued to an individual by the Commonwealth, a State or Territory within the preceding 12 months which:
 - contains the name of the person and his or her residential address; and
 - records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory
- Taxation Notice issued to an individual within the preceding 12 months which contains the name of the individual and his or her residential address
- A notice that was issued by a local government or utilities provider e.g. gas, electricity, water, rates within the preceding 3 months that:
 - contains the name of the person and his or her residential address; and
 - records the provision of services by the local government body or utilities provider to that address or to that person
- Drivers licence issued overseas
- Security Guard / Crowd Safety Officer Identity Card
- Australian Defence Force Identity card (other than where the card is issued to spouses of defense force personnel)
- Working with children/vulnerable people card issued by an Australian State or Territory which contains the person's full name, photo and address/date of birth