**How to Certify Documents**

## If you want to send us a photocopy of an original letter or medical certificate, you need to follow the instructions below to certify the document.

## How to certify a document?

## Take the photocopy and original letter/medical certificate to a person listed below ‘Designated list of occupations and professions’.

1. That person will certify the photocopy is an identical copy of the original document. The certification should include the words:
2. **“I certify this is a true and unaltered copy of the original”**
3. **Name:**
4. **Position:**
5. **Date:**

You can then keep the original document and send the Department the certified photocopy.

## Designated list of occupations and professions

People who are working in one of the professions or occupations listed below can certify copies of your original documents. The person must also be an Australian citizen and cannot be related to you by birth, marriage or defacto relationship.

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
2. Bailiff
3. Bank officer with five or more years of continuous service
4. Building society officer with five or more years of continuous service
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations
9. Credit union officer with five or more years of continuous service
10. Dentist (licensed or registered)
11. Fellow of the National Tax Accountant's Association
12. Finance company officer with five or more years of continuous service
13. Judge of a court
14. Justice of the peace
15. Legal practitioner (licensed or registered)
16. Magistrate
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
18. Master of a court
19. Medical practitioner (licensed or registered)
20. Member of Chartered Secretaries Australia
21. Member of Engineers Australia, other than at the grade of student
22. Member of the Association of Taxation and Management Accountants
23. Member of the Australian Defence Force with five or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practicing Accountants or the Institute of Public Accountants
25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least five or more years of continuous service.
30. Permanent employee of the Australian Postal Corporation with five or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered)