

Approved Certifiers List

Below is a list of persons who may certify documents.

General

- Commissioner for Affidavits
- Commissioner for Declarations
- Justice of the Peace

Banking and Post Office Services

- Permanent employee of Australian Postal Corporation or a Commonwealth, State, or local Government authority with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Banking/Building Society/Credit Union/finance company officer with 2 or more continuous years of service

Legal and Courts

- A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner, (however described)
- Chief Executive Officer of a Commonwealth Court
- Clerk of a court
- Judge of a Court
- Magistrate
- Registrar, or Deputy Registrar, of a Court
- A person who, under the law in force in a State or Territory, is currently licensed or registered to practice as:
 - Chiropractor
 - Dentist
 - Legal Practitioner
 - Medical Practitioner
 - Nurse
 - Optometrist
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Veterinary Surgeon

Accounting and Taxation Services

- Fellow of the National Tax Accountants' Association
- Member of Chartered Secretaries Australia
- Member of the Association of Taxation and Management Accountants
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Defence and Protection Services

- Member of the Australian Defence Force who is:
 - An Officer; or
 - Non-commissioned Officer within the meaning of the Defence Force Discipline Act of 1982 with 2 or more years of continuous service; or
 - A Warrant Officer within the meaning of the Act
- Police Officer
- Sheriff or Sheriff's Officer

Other Services/Roles

- Marriage celebrant registered under Subdivision C of Division 1 of Part 4 of the Marriage Act 1961
- Member of:
 - The Parliament of the Commonwealth; or
 - The Parliament of the 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 Part 4 of the Marriage Act of 1961
- Notary Public
- Teacher employed on a full-time basis at a school or tertiary education institution
- An officer with, or an authorised representative of, a holder of an Australian financial services licence or an Australian Credit licence, with 2 or more years of continuous service with one or more licensees.

Approved Overseas Certifiers

- Employee of the Australian Trade Commission who is in a country or place outside Australia; and under paragraph 3 (d) of the Consular Fees Act of 1955; and exercising his or her function in that place
- Employee of the Commonwealth who is in a country or a place outside of Australia and authorised under a paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

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

An Authorised Officer (certifier) 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 if provided (e.g. licence or passport) is a true likeness of the applicant.
- Witness the signature of the applicant

Certified documents must be completed in Pen and:

- Be initialed on every page by the Authorised Officer (certifier)
- Be 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)