

## Reference

### Certified copy

Certified copy of a document must carry a statement from one of the below mentioned office holders. The statement of the certifier must include the name of the certifier, relevant qualification/title, date and should also be signed. The date of certification must not be greater than 6 months. In addition, it needs to confirm that the original document has been sighted and represents the named individual or for non-photographic ID: "I certify that this is a true copy of the original document".

The authorised certifier must not be:

- Related to the customer e.g. their parent, child, brother, sister, aunt, uncle or cousin
- The spouse or partner of the customer
- A person who lives at the same address as the customer
- A person involved in the business or entity

Among the others, the following persons are authorised to certify documentation in accordance with the Statutory Declarations Regulations 1993:

- Legal practitioners
- Justice of the Peace
- Notary public
- A member of the Institute of Chartered Accountants, CPA Australia or the National Institute of Accountants with 2 or more years of membership
- An officer with, or authorised representative of, a holder of an Australian financial services license, having 2 or more years of continuous service with one or more licensees
- Judge, Magistrates, Registrar, Deputy Registrar of a court
- Commonwealth court CEO
- Chiropractor, dentist, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist or veterinary surgeon that are registered with a recognised professional body
- Patent or trademarks attorney that are registered with a recognised professional body
- A person who is in charge of a post office, or a permanent post office employee with two or more years' of continuous service
- An Australian consular or diplomatic officer
- A member of the Commonwealth Parliament, State/Territory Parliament Legislative or local government authority
- Police officer
- Teacher employed on a full time basis at a school or tertiary education institution