



## INFORMATION SHEET

### Certifying documents

The TRBWA will only accept documentary evidence that is in the form of **certified copies of original documents. Original documents will not be accepted. Additionally, faxes, emailed documents and copies of certified copies will not be accepted.** The TRBWA, however, may at any time, require the original documents to be supplied.

A document can only be certified by an authorised witness. An authorised witness is a person that appears on the list of people who can certify documents and is currently employed as, registered and/or licensed to practise in Australia. For example, a doctor who is registered to practise medicine in Australia can certify your documentation, but a doctor who is not registered in Australia cannot.

**If you are currently outside of Australia**, you may be able to find an authorised witness at your nearest Australian Embassy, High Commission or Consulate. Contact details are available on the Department of Foreign Affairs and Trade website [dfat.gov.au](http://dfat.gov.au). Please note that engaging an authorised witness overseas may attract a fee under the Consular Fees Act 1955.

**No person under the age of 18 years of age may certify documents.**

#### The following people can certify copies of documents:

Academic (post-secondary institution)  
Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Architect  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailiff  
Bank manager  
Bank officer with 5 or more continuous years of service  
Building society officer with 5 or more years of continuous service  
Chartered secretary, governance advisor or risk manager  
Chemist  
Chief executive officer of a Commonwealth court  
Chiropractor  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Company auditor or liquidator  
Court officer  
Credit union officer with 5 or more years of continuous service

Dentist  
Electorate officer or a member of State Parliament  
Employee of the Australian Trade Commission who is:  
(a) in a country or place outside Australia; and  
(b) authorised under paragraph 3  
(c) of the *Consular Fees Act 1955*; and  
(d) exercising his or her function in that place  
Employee of the Commonwealth who is:  
(a) In a country or place outside Australia; and  
(b) Authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and  
(c) exercising his or her function in that place  
Engineer  
Fellow of the National Tax Accountants Association  
Finance company officer with 5 or more years of continuous service  
Industrial organisation secretary  
Insurance broker

Judge of a court  
Justice of the Peace

Landgate officer  
Legal practitioner  
Local government CEO or deputy CEO  
Local government councillor  
Loss adjustor

Magistrate  
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*  
Master of a court  
Medical practitioner  
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 Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) 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 National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division I of Part IV of the *Marriage Act 1961*

Notary public  
Nurse

Optometrist

Patent Attorney

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Pharmacist  
Physiotherapist  
Podiatrist  
Police officer  
Psychologist

Real estate agent  
Registered teacher  
Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff  
Sheriffs officer  
Settlement agent  
Surveyor  
Trade marks attorney  
Tribunal officer  
Veterinary surgeon

## How to certify documents:

The authorised witness must sight both the original and the copy. Each page of the copy is to be marked as shown here. Pencil or black pen should not be used. Stickers on a page are not suitable.

I certify this to be a true and accurate copy of the original document sighted by me on:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: (e.g. JP, Pharmacist) \_\_\_\_\_

*SAMPLE*

### Sources:

**Statutory Declarations Regulations 1993**  
**Statutory Rules No. 156, 1993 as amended**  
Made under the *Statutory Declarations Act 1959*  
Includes amendments up to: SLI No. 152, 2013

**Oaths, Affidavits and Statutory Declarations Act 2005**  
Authorised witnesses for statutory declarations, Schedule 2