

## HOW TO GET YOUR DOCUMENTS CERTIFIED

Please photocopy your original documents (government issued ID and proof of residence) and have them authorized by one of the below approved authorities.

### **The following statement must be written by the approved authority ON EVERY PHOTOCOPIED PAGE:**

“I have sighted the original document and certify this to be a true copy of the original.”

The date, full name, signature and profession, i.e., Lawyer, must be clearly noted on the documents.

### **Persons authorized to witness and certify statutory declarations:**

#### Financial sector

- The manager of a bank
- The secretary of a building society

#### Law enforcement / Police

- A member of the police force
- The sheriff or a deputy sheriff

#### Legal & Accounting sector

- A public notary
- A lawyer
- A registered patent attorney
- A member of the Institute of Chartered Accountants
- A fellow of the Institute of Legal Executives
- A justice of the peace or a bail justice
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of a deputy registrar of the County Court
- The principal registrar of the Magistrates' Court or a \*registrar of deputy registrar of the Magistrates' Court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court

#### Government sector

- A public servant with authorization to sign statutory declarations
- A member or former member of House of the Parliament
- A councilor of a municipality
- A senior officer of a Council
- A principal in the government teaching service
- A minister of religion

#### Medical sector

- A registered medical practitioner
- A registered dentist
- A veterinary practitioner
- A pharmacist

\* Applicants who complete this form while interstate or overseas must have their documents certified by a person authorized to do so in that State, Territory or country.