



## Guidelines for the Certification of Documents for ChemCert Training Group

You may be asked to provide ChemCert Training Group with “Certified Documents”. Use these guidelines for providing Certified Documents to ChemCert Training Group

Certified Documents will be requested from you when you are asked to provide evidence (copies) of important documents. These documents will need to be certified as true copies of the originals by a person authorised to do so.

You will need to photocopy each document, and take along both the original and photocopy of the document to have the copy certified.

### What needs to be on the photocopied document

The person certifying your documents may have a stamp designating their position and a “certified true copy” stamp. If so they will stamp each copy and sign and date each copy.

If they do not have a stamp then all your documents must have the following written on the front of every page that is certified.

#### **“Certified True Copy of Original Document”**

The person certifying them then needs to sign, write their name, position and date on each copy.

### Who can certify Documents

There are many people from a broad range of professions who can certify your documents, so finding someone shouldn't be a problem for you.

Check your local council or library as they usually have a list of local Justices of the Peace who can assist you. Alternatively, any one of the following people can help you:

#### **Registered Members of Certain Professions**

Chiropractor  
Dentist  
Legal practitioner  
Medical practitioner  
Nurse  
Patent attorney  
Pharmacist  
Veterinary surgeon

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## Who can certify Documents

Australian Consular Officer, or Australian Diplomatic Officer, (within the meaning of the Consular Fees Act 1985).

Bailiff.

Bank officer with five or more years of continuous service.

Building society officer with five or more years continuous service.

Chief executive officer of a Commonwealth court.

Civil marriage celebrant.

Clerk of a court.

Commissioner for Affidavits.

Commissioner of Declarations.

Credit union officer with five or more years continuous service.

Holder of a statutory office not specified in another item in this part.

Judge of a court.

Justice of the Peace.

Magistrate.

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 continuous service; or

(c) 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 the Institute of Corporate Managers, Secretaries and Administrators.

Member of the Institute of Engineers, Australia other than at the grade of student.

Member of:

(a) the Parliament of the Commonwealth; or

(b) a Parliament of State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory.

Ministers of religion registered under Division 1 of part IV of The Marriage Act 1961.

Notary Public.

Persons before who a statutory declaration may be made under the law of the state of Territory in which the declaration is made.

Police Officer Registrar, or Deputy Registrar, of a court.

Senior Executive Service officer of the Commonwealth, or of a State or Territory.

Sheriff.

Sheriff's officer.

Registered Teacher employed on a full-time basis at a school or tertiary education institution.