

## Certifying documents

A certified copy of a document is a photocopy of the original document that has been certified as a true copy of the original by an authorised certifier. To have documents certified:

- Make a photocopy of the original documents.
- Take the copies with the original documents to one of the authorised certifiers listed below.
- An authorised certifier must ensure the copy is an identical copy of the original document.
- The preferred wording for the certification is as follows: 'I certify this to be a true copy of the document shown and reported to me as the original.'
- The certification must be on each page of the document and accompanied by the certifier's signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

If the original document is not in English, the applicant is to provide a certified copy of the written translation (by an authorised translation service, such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd).

## Authorised certifiers

Certification must be from an Australian certifier so that BOSSI can contact them if required. The authorised certifier can be a:

- Justice of the Peace (with a registration number in the State in which they are registered)
- police officer
- judge of a court
- sheriff's officer
- barrister or solicitor
- health professional registered with the Australian Health Practitioner Regulation Agency (for example, doctor, pharmacist, optometrist, nurse).