How do I correctly certify a copy of a document?

Take your original document/s, along with the photocopies to a person who is authorised to sign certified copies (Refer to list below). Ask them to write or stamp the following statement on a blank area of the photocopy. “This is a true and correct copy of the original document.” Ask the authorised person to sign and date the copy, then legibly write or stamp his or her name, title, address and a date when signing. Note: Where a certified copy is requested do not send original documents as the original documents will not be returned. Please ensure that your certified documents are less than 6 months old.

Authorised to certify copies

The following qualifications/people are authorised to sign and certify copies

- A Justice of the Peace or a Bail Justice
- A Notary Public
- A barrister and solicitor of the Supreme Court
- A member of the Police force
- The sheriff or a deputy Sheriff
- A member or a former member of either House of the Parliament of Victoria or the Commonwealth
- A councillor of a municipality
- A registered medical practitioner within the meaning of the Medical Practice Act 1994
- A dentist
- A veterinary practitioner
- A pharmacist
- A principal in a (Government) teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the CPA Australia or the National Institute of Accountants
- A minister of religion authorised to celebrate marriages (not a civil celebrant)