

# Guidelines for the certification of documents

During the recruitment & selection process you are required to produce "Certified Documents". These are copies of important documents which need to be certified as true copies of the originals by a person authorised to do so. The following is a guide to help you prepare your Certified Documents correctly.

#### Step 1.

Photocopy each of your original documents, Information must be clear and legible. All submitted pages will need to be cerfified.

## Step 2.

Take your original documents, along with the photocopies to a person who is authorised to sign certified copies. Preferred and suggested certifiers can include **Police officers**, \***Medical practitioners**, Pharmacists, Bank Officers, Registered Nurses or a Justice of the peace. Full list of people authorised to certify can be found at https://www.justice.vic.gov.au/certifiedcopies

\*Note: To avoid the potential of a conflict of interest we will not be accepting documents certified by Ambulance Paramedics

#### Step 3.

The certifier will then write or stamp the copy with the words: "Certified to be a true copy of the original seen by me." Please note it is your responsibility to ensure the following information is provided:

	*Stamp in lieu of address
Signed	S I certify this to be a true and accurate copy CP STICE OF THE PERSON
Name	of the document reported to the transfer of the document reported to the document of the document.
Title/Profession	John A Citizen Reg. No. 123456
Registration Number	Registration No. Der ref the State of New South Certify this to be a true copy of the document
*Full Address	shown and reported to me as the original. Dated: / /
Date	John Smith Citizen Reg. 10110110 Doctor

**Please note:** We do not accept certified documents from a person who is related to you by birth, marriage or de facto relationship.

## Step 4.

Scan the certified documents and submit for your application.

Please note: We do not accept photos of certified documents.

Certification must be dated within 6 months of your Ambulance Victoria application.

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