

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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Page 1 of 1