

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include (In Australia):

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates’ Court or the registrar or the deputy registrar of the Magistrates’ Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Migration Agents Registration Authority (MARA), Australia Agents

Certifying documents related to visa applications. The Migration Regulations 1994 were amended on 1 October 2006 to provide that registered migration agents, in Australia and outside Australia, may certify copies of original documents that relate to visa applications, provided the agent's registration is not currently suspended and they are not subject to a caution that is in effect.

Original sighted by Orange College Staff

Orange staff can only certify original document, once the original document has been sighted. These certified documents will only be valid for Orange College's admission or any other student life cycle event or OC staff and contractors including Trainer/Assessors.

Overseas documents (Outside Australia)

Certified copies are copies authorised, or stamped as being true copies or originals, by a person or agency recognised by the law of the country in which you currently reside eg. police or notary.

Note: If your documents are in a language other than English, translations into English must be provided by authorised person or agency by the law of the country in which you reside. (Source: DIBP)

Source

<http://www.justice.vic.gov.au/home/justice+system/legal+assistance/justice+of+the+peace/>

<https://www.mara.gov.au/tools-for-agents-subsite/Files/certifying-documents.pdf>

<https://immi.homeaffairs.gov.au/help-support/applying-online-or-on-paper/on-paper/certified-copy>