

## PEOPLE WHO CAN CERTIFY PHOTO IDENTIFICATION COPIES

All Identification must be certified which means a copy of the original document must be stamped and signed as a true copy of the original by a person qualified to certify – people who can certify are:-

- a justice of the peace or a bail justice
- a public notary
- a barrister and solicitor of the Supreme Court
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar of a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a \*registrar of deputy registrar of the Magistrates' Court
- the registrar of probates or an 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 registered patent attorney
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of the House of the Parliament of Victoria
- a member or former member of the House of the Parliament of the Commonwealth
- a councilor of a municipality
- a senior officer of a Council
- a registered medical practitioner
- a registered dentist
- a veterinary practitioner
- a pharmacist
- a principal in the Victorian government teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion
- a Victorian public servant with authorisation to sign statutory declarations
- a Fellow of the Institute of Legal Executives (Victoria)

Certified copy documents must include the following on ALL pages:

- (a) Words to the effect of "I certify this to be a true and correct photocopy of the original document of which this purports to be a copy.";
- (b) Signed by the person certifying;
- (c) Dated by the person certifying;
- (c) Full name of person certifying;
- (b) Address of person certifying; and
- (c) Capacity/Occupation of person certifying (from one of the above only).