

PEOPLE WHO CAN CERTIFY COPIES OF DOCUMENTS

In accordance with the Oaths & Affirmations Act 2018, all identification must be certified which means a copy of the original document must be sighted, stamped and signed as a true copy of the original with the wording below by a person listed below qualified to certify:

- A judicial officer;
- An associate to a judicial officer;
- An honorary justice;
- The prothonotary or a deputy prothonotary of the Supreme Court;
- The registrar of probates or an assistant registrar of probates;
- The registrar or a deputy registrar of the County Court;
- The principal registrar, a registrar or a deputy registrar of the Magistrates' Court;
- The principal registrar, a registrar or a deputy registrar of the Children's Court;
- The principal registrar, deputy registrar or a registrar of VCAT;
- The principal registrar or a registrar of the Coroners Court;
- A member of VCAT;
- A member or former member of either House of the Parliament of Victoria;
- A member or former member of either House of the Parliament of the Commonwealth;
- A public notary;
- An Australian legal practitioner;
- A police officer of or above the rank of sergeant or for the time being in charge of a police station;
- A person employed under Part 3 of the Public Administration Act 2004 with a prescribed classification;
- A senior officer of a Council as defined in the Local Government Act 1989;
- A person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;
- A fellow of the Institute of Legal Executives (Victoria) ACN 004 670 928;
- A person acting judicially;
- Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to take affidavits;
- Any prescribed person or person who is a member of a prescribed class of persons.

Certified copy documents must include the following on ALL pages:

- a) Words to the effect of "*Certified to be a true copy of the original seen by me.*";**
- b) Dated by the person certifying;**
- c) Signed by the person certifying;**
- d) Full name of person certifying;**
- e) Address of person certifying;**
- f) Qualification/Occupation of person certifying (from one of the above only); and**
- g) For multiple pages of certified copy documents, each page must be numbered, eg. Page 1 of 26, and include all of the above information.**