

PEOPLE WHO CAN CERTIFY COPIES OF DOCUMENTS

Under Section 39 of the *Oaths and Affirmations Act 2018* (Vic.) the list of persons who may certify copies of original documents includes:

- A person currently licensed or registered to practice in Australia as one of the following occupations:
 - Architect
 - Chiropractor
 - Conveyancer
 - Dentist
 - Financial adviser or financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
 - Fellow of the National Tax Accountants' Association
 - Member of Chartered Accountants Australia and New Zealand
 - Member of the Association of Taxation and Management Accountants
 - Member of CPA Australia
 - Member of the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
- Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the *Consular Fees Act 1955*, if at a place outside Australia and in the course of the employee's duties at that place
- Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the *Consular Fees Act 1955*, if at a place outside Australia and in the course of the employee's duties at that place
- An engineer who meets at least one of the following criteria:
 - A member of Engineers Australia, other than a student
 - A Registered Professional Engineer of Professionals Australia

- Registered as an engineer under a law of the Commonwealth or a State or Territory
 - Registered on the National Engineering Register by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a Commonwealth statutory office not otherwise specified
 - For example, Director of the Australian Institute of Family Studies
- IBAC Officers
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
 - An officer
 - A non-commissioned officer with 5 or more years of continuous service
 - A warrant officer
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority
- Registered minister of religion
- Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office providing postal services to the public
- Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following:
 - State
 - Territory
 - State authority
 - Territory authority
 - Local government authority
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- Senior Executive Service employee of the Commonwealth
- Sheriff
- Sheriff's officer
- State Trustees officer or employee with a classification level of 2 or above
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
- Transport Accident Commission officer or employee with a classification of level 2 or above
- VicRoads officer or employee with a classification of level 2 or above
- Victorian Inspectorate Officer
- A Victorian Public Service employee with a prescribed classification level of 2 or above
 - For example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2
- Victorian WorkCover Authority officer or employee with a classification of band 2 or above
- Any authorised affidavit taker, including:
 - A judicial officer

- For example, a judge or magistrate
- 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, a registrar or a deputy 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
- A senior officer of a Victorian municipal Council who meets one of the following criteria:
 - Chief Executive Officer
 - A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer
 - Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the *Local Government Act 1989* ([External link](#)))
- A fellow of the Institute of Legal Executives (Victoria)
- A person acting judicially
 - For example, an arbitrator or any person or body with authority to hear, receive and examine evidence
- 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 administer affidavits

Certified copy documents must include the following (in accordance with the rules of the Oaths and Affirmations Act 2018):

- a) **The wording must be: "*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);**

For certifying multiple pages of the same document:

- i. ***The wording must be: "This is page 1 of _____ pages certified to be a true copy of the original seen by me" and continue with the same wording on all subsequent pages; and***
- ii. ***follow steps b) - f) on every page.***