

Certified copies for an Australian visa application

Have your copies certified by someone who:

- is an Australian citizen
- is not related to you (by birth, marriage or de facto relationship)
- works in one of the occupations listed on Page 3

If you are outside of Australia, have your documents certified by someone:

- who works in one of the occupations listed on Page 3 and has a connection to Australia (eg. an Australian citizen, licensed in Australia), or;
- is a Notary Public, or UK registered solicitor, or;
- is an employee of the Australian Trade and Investment Commission who is:
 - a. in a country or place outside Australia, and
 - b. authorised under paragraph 3(d) of the Consular Fees Act 1955, and
 - c. exercising his or her function in that place, or;
- is an employee of the Commonwealth who is:
 - a. in a country or place outside Australia, and
 - b. authorised under paragraph 3(c) of the Consular Fees Act 1955, and
 - c. exercising his or her function in that place.

If the certifier has known you for at least one year, they can:

- confirm your photographs are genuine

Certify copies

- Make a copy of the original document.
- Take the original document and your copy to the certifier.
- They will check your copy is the same as the original.
- On a single-page document, the certifier must write or stamp, *'This is a certified true copy of the original as sighted by me'*
- On documents with more than 1 page, the certifier must write or stamp *'I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me'* on the first page and initials all other pages.
- The certifier must also write or stamp on the copy:
 - their signature
 - their full name
 - their occupation
 - their phone number
 - the date
 - their address (optional)

Complete an identity declaration

Someone can also help you complete an identity declaration if they:

- are not related to you by birth, marriage or a de facto relationship
- work in one of the occupations listed on Page 3
- have known you for at least one year

Confirm your photographs are genuine

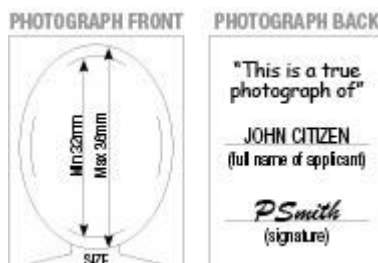
They must write on the back of each photograph:

- 'This is a true photograph of [your full name]'
- their signature

Photographs must be:

- less than 6 months old
- good quality colour. Laser copies are not accepted
- a full-face view of your head and shoulders
- taken against a plain light-coloured background

You can wear untinted prescription glasses. If you wear a head covering for religious reasons, you can show only your face.



Occupations

- Australian consular officer or Australian diplomatic officer (check if this service is available at your nearest Australian embassy or consulate)
- bailiff
- bank officer with 5 or more years of continuous service
- building society officer with 5 or more years of continuous service
- chiropractor (licensed or registered)
- clerk of court
- commissioner for affidavits
- commissioner for declarations
- credit union officer with 5 or more years of continuous service
- dentist (licensed or registered)
- fellow of the National Tax Accountant's Association
- finance company officer with 5 or more years of continuous service
- judge of a court
- justice of the peace
- legal practitioner (licensed or registered)
- magistrate
- marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- master of a court
- medical practitioner (licensed or registered)
- member of Chartered Secretaries Australia
- member of Engineers Australia, other than at the grade of student
- member of the Association of Taxation and Management Accountants
- member of the Australian Defence Force with 5 or more years of continuous service
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
- minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- nurse (licensed or registered)
- optometrist (licensed or registered)
- permanent employee of Australian, state or local government authority with at least 5 or more years of continuous service.
- permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
- pharmacist (licensed or registered)
- physiotherapist (licensed or registered)
- police officer
- psychologist (licensed or registered)
- registrar or deputy registrar of a court
- sheriff
- teacher employed on a full-time basis at a school or tertiary education institution, or
- veterinary surgeon (licensed or registered)