

Certifying Identification

Persons Authorised to Certify ID

The following is a list of persons authorised to certify copies of identification (ID). Unless it is specified that the Authorised Person may be overseas, an Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);	9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
2. A judge of a court in Australia;	10. A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
3. A magistrate in Australia;	11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955) - position can be held overseas;
4. A chief executive officer of a Commonwealth court;	12. A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
5. A registrar or deputy registrar of a court;	13. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees;
6. A Justice of the Peace;	14. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants;
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993) in Australia or overseas;	15. A pharmacist;
8. A police officer;	16. Employee of the Australian Trade Commission (AUSTRADE) who is overseas: <ul style="list-style-type: none"> (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.

How to Certify ID

To certify a document, an "authorised person" must clearly write:

"I hereby certify this document is a true copy of the original document shown to me" And then add the following information:

- Signature
- Date
- Full Name (printed)
- Address
- Phone Number
- Qualification
- Registration Number

Contact details of the "authorised person" can be either work or residential.

Individuals certifying documents need to certify every page of the document. If they only wish to write on the first page, they must clearly state that they are certifying the entire document (i.e. all pages).

Please note, authorised certifier persons must be Australian Citizens and cannot be a relative of the account holder, sign on behalf of themselves (if they are an authorised document certifier) or a member of the Defence Force.