A guide to certifying your identification

In order for your benefit to be paid, you need to verify your identity by providing clear photocopies of your identity documents. You will need to get the copies of your documents certified if you are claiming a benefit of more than $1,000, your name has changed or you are signing on behalf of someone else.

You can find a list of documents that AUSfund will accept in our Guide to verifying your identity.

What is a certified document?
A certified document is a photocopy of the original document that has been signed by an authorised person verifying that the original and the photocopy are the same. The authorised person needs to see the original document and the photocopy, check that they are identical and certify the photocopy by writing or stamping that it is a ‘certified true copy’, followed by their signature, name, qualification and registration number (if applicable), and the date. For example:

I certify that this document is a true and correct copy of the original viewed by me.

JSmith
John Smith, Chartered Accountant, registration number #12345
1/11/2018

Only people who are licenced or registered to practice their occupation or are professionally employed in certain categories of work have the authority under Australian law to certify documents. These are the same people who are qualified to witness a statutory declaration under the Statutory Declarations Act 1959.

Certified copies must contain original signatures. Do not photocopy or scan the document after it has been certified.

Statutory Declarations
Some types of claims or requests require you to complete a Statutory Declaration as part of the application process. This is a statement that you sign to state that something is true. You must only sign the declaration in the presence of the person who is authorised to witness your declaration and complete the witness information on the form.

Who can certify documents or witness a Statutory Declaration?
Most chemists, police stations and post offices have someone who is qualified. You can also find scheduled Justice of the Peace signing stations at many community locations around Australia, such as shopping centres, libraries, court houses and council offices.

The full list of authorised people is provided below and over the page:

Medical & Health services
• Chiropractor
• Dentist
• Medical practitioner
• Midwife
• Nurse
• Occupational therapist
• Optometrist
• Pharmacist
• Physiotherapist
• Psychologist
• Veterinary surgeon

Australia Post
• Agent of Australia Post who is in charge of an office supplying postal services to the public
• Australia Post employee with 5 or more years of continuous service

Law and legal authorities
• 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
• CEO of a Commonwealth court
• Clerk, Registrar or Deputy Registrar of a court*
• Commissioner for Affidavits or Declarations
• Judge*, Magistrate* or Master of a court
• Justice of the Peace*

*These people can certify documents if you live outside of Australia.
- Marriage celebrant or Minister of religion registered to solemnise marriages under Subdivision A or C of Division 1 of Part IV of the Marriage Act 1961
- Migration Agent registered under Division 3 of Part 3 of the Migration Act 1958
- Notary public* including a notary public (however described) exercising functions at a place outside:
  - the Commonwealth; and
  - the external Territories of the Commonwealth
- Patent or Trademarks attorney

**Technical trades & formal qualifications**
- Architect
- Engineer who is:
  - A member of Engineers Australia, other than at the grade of student; or
  - A Registered Professional Engineer of Professionals Australia; or
  - Registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - Registered on the National Engineering Register by Engineers Australia
- Member of the Australasian Institute of Mining and Metallurgy
- Teacher employed on a permanent basis at a school or tertiary institution

**Defence & law enforcement**
- Bailiff
- Member of the Australian Defence Force* who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Police officer
- Sheriff or Sheriff's officer

**Finance and governance**
- Accountant who is:
  - A fellow of the National Tax Accountants’ Association, or
  - a member of any of the following:
    - Chartered Accountants Australian and New Zealand
  - Association of Taxation and Management Accountants
  - CPA Australia
  - Institute of Public Accountants
- Bank, Building Society, Credit Union or finance company officer with 5 or more years of continuous service
- Financial adviser or financial planner
- Member of the Governance Institute of Australia Ltd

**Public service**
- APS employee engaged on an ongoing basis with 5 or more years of continuous service
- Australian consular or diplomatic officer* (within the meaning of the Consular Fees Act 1955)
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service
- Employee of the Australian Trade and Investment Commission* or of the Commonwealth* who is:
  - at a place outside Australia; and
  - authorised under paragraph 3(d) or 3(c) of the Consular Fees Act 1955; and
  - exercising the employee’s function at that place
- Holder of a statutory office
- Member of
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority
- Permanent employee of
  - a State or Territory or a State or Territory authority; or
  - a local government authority;
  - with 5 or more years of continuous service, other than such an employee who is specified in another item of this list
- Senior executive employee of a Commonwealth authority or of a State or Territory
- SES employee of the Commonwealth

**Other persons**
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

*These people can certify documents if you live outside of Australia.