

HOW TO GET YOUR DOCUMENTS CERTIFIED

Please photocopy your original documents (government issued ID and proof of residence) and have them authorized by one of the below approved authorities.

The following statement must be written by the approved authority ON EVERY PHOTOCOPIED PAGE:

“I have sighted the original document and certify this to be a true copy of the original.”
The date, full name, signature and profession, i.e., Lawyer, must be clearly noted on the documents.

Persons authorized to witness and certify statutory declarations:

Financial sector

- The manager of a bank
- The secretary of a building society

Law enforcement / Police

- A member of the police force
- The sheriff or a deputy sheriff

Legal & Accounting sector

- A public notary
- A lawyer
- A registered patent attorney
- A member of the Institute of Chartered Accountants
- A fellow of the Institute of Legal Executives
- A justice of the peace or a bail justice
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of a deputy registrar of the County Court
- The principal registrar of the Magistrates' Court or a *registrar of deputy registrar of the Magistrates' Court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court

Government sector

- A public servant with authorization to sign statutory declarations
- A member or former member of House of the Parliament
- A councilor of a municipality
- A senior officer of a Council
- A principal in the government teaching service
- A minister of religion

Medical sector

- A registered medical practitioner
- A registered dentist
- A veterinary practitioner
- A pharmacist

* Applicants who complete this form while interstate or overseas must have their documents certified by a person authorized to do so in that State, Territory or country.