



How do I certify documents?

It is mandatory that you provide certified documentary evidence to support your claim for FEG assistance. This fact sheet provides information about how to have your documents certified.

Process

You need to photocopy your document, ensuring any writing and photographs are clear and identifiable. Take that copy, and your original document, to a person authorised to certify documents. A list of professions or occupations that certifiers may belong to is provided below.

If you do not have your mandatory documents correctly certified, your claim will not be 'effective' and we cannot begin assessing your claim.

The certified copy must be signed by the certifier (and stamped, if a stamp is available). The stamp should show the certifier's contact details including telephone number and reference number.

If the certifier does not use a stamp, or the stamp does not include their name, they should print their name underneath their signature. All pages (front and back) should be initialled by the certifier.

Documents being certified overseas need to be certified by a person employed in one of the professions or occupations listed. An equivalent certifying officer to a Justice of the Peace in Australia — for example, a Public Notary or Commissioner for Oaths is acceptable.

A certifier should never witness documents for their family, business, clients, employer or any other person where it could create a real or perceived conflict of interest for them.

A certifier should never witness documents connected with matters in which they have an actual or perceived personal or pecuniary interest.

The certifying officer must be currently employed in one of the profession or occupation groups listed and be contactable by telephone during normal business hours.

The certifying officer should:

- write on the copy, words to the effect 'this is a true copy of the original documents sighted by me'
- sign and print their name
- provide a daytime contact telephone number
- state their profession or occupation group (as below)
- write on the copy the date that the document was certified
- affix the official stamp (if available) or seal of the certifier's organisation on the copy.

Example of an authorised statement:

"This is a true copy of the original documents
sighted by me
Jane Smith
Signature
01-2345-6789
Lawyer
01.07.2013"

Professional or occupational groups

A person who is currently licensed or registered under a law to practise in one of the following occupations:

- (a) chiropractor
- (b) dentist
- (c) legal practitioner
- (d) medical practitioner
- (e) nurse
- (f) optometrist
- (g) patent attorney
- (h) pharmacist
- (i) physiotherapist
- (j) psychologist
- (k) veterinary surgeon

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), or a person who is on the following list:

(a) agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

(b) Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

(c) Bailiff

(d) bank officer with 5+ years of continuous years of service

(e) building society officer with 5+ years of continuous service

(f) Chief executive officer of a Commonwealth court

(g) Clerk of a court

(h) Commissioner for Affidavits

(i) Commissioner for Declarations

(j) credit union officer with 5+ years of continuous service

(k) employee of the Australian Trade Commission who is in a country or place outside Australia and authorised under the *Consular Fees Act 1955* and exercising his or her function in that place

(l) employee of the Commonwealth who is in a country or place outside Australia and authorised under the *Consular Fees Act 1955* and exercising his or her function in that place

(m) Fellow of the National Tax Accountants' Association

(n) finance company officer with 5+ years of continuous service

(o) holder of a statutory office not specified in another item in this list

(p) Judge of a court

(q) Justice of the Peace

(r) Magistrate

(s) marriage celebrant registered under the *Marriage Act 1961*

(t) Master of a court

(u) Member of Chartered Secretaries Australia

(v) Member of Engineers Australia, other than at the grade of student

(w) Member of the Association of Taxation and Management Accountants

(x) Member of the Australasian Institute of Mining and Metallurgy

(y) Member of the Australian Defence Force who is:

– an officer

– a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5+ years of continuous service

– a warrant officer within the meaning of that Act

(z) member of CPA Australia

(aa) Member of:

– the Parliament of the Commonwealth

– the Parliament of a State or Territory legislature

– a local government authority of a State or Territory

(ab) Minister of religion registered under the *Marriage Act 1961*

(ac) Notary public

(ad) permanent employee of the Australian Postal Corporation with 5+ years of continuous service who is employed in an office supplying postal services to the public

(ae) permanent employee of:

– the Commonwealth or a Commonwealth authority

– a State or Territory authority

– a local government authority with 5+ years of continuous service who is not specified in another item in this list

(af) person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

(ag) Police officer

(ah) Registrar, or Deputy Registrar, of a court

(ai) senior Executive Service employee of:

– the Commonwealth or a Commonwealth authority

– a State or Territory or a State or Territory authority

(aj) Sheriff or Sheriff's officer

(ak) Teacher employed on a full-time basis at a school or tertiary education institution.

Want more information

You can contact the FEG Hotline if you would like further information about the correct certification of documents. To contact the FEG Hotline:

- Phone 1300 135 040
- Email FEG@deewr.gov.au

If you speak a language other than English, please call the Translating and Interpreting Service (TIS) on 13 14 50 for free help anytime