

## CERTIFYING DOCUMENTS

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### INSTRUCTIONS FOR APPLICANTS

#### STEP 1

Make a copy of the original document.

#### STEP 2

Take the original document and your copy to an **Authorised Officer** who can certify documents:

**In Australia the following people are authorised to certify documents and photographic identity documents for the purposes of the Veterinary Surgeons Board of South Australia:**

- Registered health professions: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, chiropractor, dental practitioner, medical practitioner, medical radiation practitioner, nurse, midwife, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist.
- Public servants: Federal, state or territory or local – employed for five years or more.
- Teacher (full time) at a school or tertiary education institution.
- Legal professions: Legal practitioner, patent attorney, trademarks' attorney.
- Court positions: Bailiff, justice of the peace, judge, magistrate, registrar or deputy registrar, clerk, master of a court, CEO of a Commonwealth court.
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Government representatives (elected): Federal, state or territory or local.
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more.
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
  - Chartered Secretaries Australia
  - Engineers Australia, other than at the grade of student
  - Australian Defence Force (an officer; or a non-commissioned officer with five years or more of continuous service; a warrant officer)
- Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this Part
- Police Officer
- Sheriff or sheriff's officer

**Outside Australia the following people are authorised to certify documents and photographic identity documents for the purposes of the Veterinary Surgeons Board of South Australia:**

- Notary Public
- Australian consular officer or Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.
- Justice of the peace

#### STEP 3

**You must ensure the Authorised Officer certifies your documents in line with the requirements of the Veterinary Surgeons Board of South Australia**

See *'Certifying documents: Instructions for Authorised Officers' – pages 2 and 3*

The Authorised Officer will:

- Check your copy is the same as the original,
- Visually compare your face against the photograph on any identify document to confirm that you are the person pictured in any of the documents with a photograph, and
- Certify the copy of your documents with a photo and documents without a photo as outlined in 'Certifying documents: Instructions for Authorised Officers'

**Incorrectly certified documents will not be accepted and will cause delays in processing your application.**

## CERTIFYING DOCUMENTS

### INSTRUCTIONS FOR AUTHORISED OFFICERS

#### STEP 1

Inspect the original document to ensure that it is an original document

Check the copy provided to you is the same as the original document.

If the document contains a photograph (e.g. passport, driver's licence) visually compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured in the copy with a photograph.

#### STEP 2

##### Documents with a photo

On documents with a photograph, sign, date the copy and write or stamp: **'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'**



*I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.*

SIGNATURE

*Name, date, contact phone number, occupation or profession and (if applicable) profession number*

##### Documents without a photo

On a single page document, sign, date the copy and write or stamp:

**'I have sighted the original document and certify this to be a true copy of the original.'**

On documents with more than one page, e.g. a tenancy agreement, **initial every page**, number all pages (i.e. page 2 of 5 etc) and write or stamp the following on the first page:

**'I have sighted the original document and certify this to be a true copy of the original.'**



*I have sighted the original document and certify this to be a true copy of the original.*

SIGNATURE

*Name, date, contact phone number, occupation or profession and (if applicable) profession number*

#### All documents



**The certification statement must be on each certification document or, where there are multiple pages, the front page of every certification document. You must also write or stamp on the copy:**

- your signature
- your full name
- your occupation or profession (including your occupation or profession number, if relevant)
- your stamp or seal (if relevant)
- your phone number, and
- the date