

CERTIFYING DOCUMENTS - 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 5 years or more.
- Teacher (full-time or part-time) at a school or tertiary education institution.
- Legal professions: Legal practitioner, patent attorney, trade marks 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)
- Elected government representatives: federal, state or territory, or local.
- Bank officer, building society officer, credit union officer, finance company officer – employed for 5 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 students
 - Australian Defence Force (an officer; or a non-commissioned officer with 5 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 list
- 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
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.
- Australian consular officer or Australian diplomatic officer (within the meaning of the Consular Fees Act 1955) - Documents certified by an Australian consular officer or Australian diplomatic officer, **which have a photograph**, must include an Identity Certificate. Ask for the Identity Certificate when your documents are being certified. The Identity Certificate must be included when you submit your certified documents.
- Justice of the peace
- Legal professions: legal practitioner (includes lawyer, solicitor and barrister), patent attorney, trade marks attorney
- **Australian Registered health practitioner:** Aboriginal and Torres Strait Islander Health Practitioner, Chinese medicine practitioner, chiropractor, dental practitioner, medical practitioner, medical radiation practitioner, midwife, nurse, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist

Authorised Officers must certify a document in person and not over an audiovisual link (i.e. Zoom or Teams)

STEP 3

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

The Authorised Officer will:

- check your copy is the same as the original,
- compare your face against the photograph on any identify document to confirm that you are the person pictured, 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) compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured.

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/profession and profession number (if applicable)

Note: Australian consular officers or Australian diplomatic officers can use their standard certification statement and must provide the Identity Certificate when certifying the documents.

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 document. Where both the front page and back of a document are required, as outlined in the Proof of Identity requirements document, the certification statement must be provided for both sides of the 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