

Certification of Documents in Australia and New Zealand

Copies of original documentation must be certified before you submit them.

The person/agent certifying the documents must sign every page and on the final page include the following details:

- their full name
- their telephone number
- the authority in which they are making this certification (from the list below), and any other information that we have said below that we require to support that authority (e.g. membership or registration number)
- a statement that they have seen and compared the original to the copy that they are certifying and that it is a true copy
- their signature.

Chartered Accountants Australia and New Zealand reserves the right to request original documentation, if required or deemed reasonably necessary.

Acceptable authorities for certifying documents:

Australia

- Chartered Accountant Australia and New Zealand member (must include membership number)
- Australian Certified Practising Accountant (must include membership number)
- Australian or New Zealand embassy/ consulate/high commission staff
- Teacher employed on a full-time basis at a school or tertiary education institution
- Notary public
- Solicitor / legal practitioner
- Magistrate
- Justice of the Peace
- Commissioner for Declarations
- Commissioner for Affidavits
- Police officer
- Pharmacist
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Bank officer with 5 or more continuous years of service
- Dentist
- Medical practitioner
- Veterinary surgeon
- Australian Registered Migration Agent (must include MARA registration number)

For a full list of certifying agents in Australia, refer to [Statutory Declarations Regulations 1993–Schedule 2 \(Cth\)](#).

New Zealand

- Chartered Accountant Australia and New Zealand member (must include membership number)
- Notary public
- Solicitor / legal practitioner
- Magistrate
- Justice of the Peace
- Australian or New Zealand embassy/consulate/high commission staff

For a full list of certifying agents in New Zealand, refer to the [Section 9 of the Oaths and Declarations Act 1957 \(NZ\)](#).

Applicants residing outside Australia and New Zealand

A photocopied document must be certified as a true copy of the original by anyone who is currently employed as an authorised officer at:

- the institution that originally issued the documents; or
- an Australian or New Zealand overseas diplomatic mission.
- notary publics
- staff at your nearest Australian or New Zealand embassy, high commission, or consulate.

An authorised certifier in the presence of the applicant should certify that each copy is a true and correct copy of the original document, by:

- stamping, signing and annotating the copy of the document to state 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- initialling each page
- listing their name, date of certification, telephone number and position.