

# Certification of Document Guidelines

Copies of documents provided to the Australian Dental Council (ADC) in support of an application, or other purpose required by the ADC, must be certified as true copies of the original documents.

Certified copies will be accepted only when submitted in hard copy by mail (not by fax, email, etc). Photocopies of previously certified documents will not be accepted.

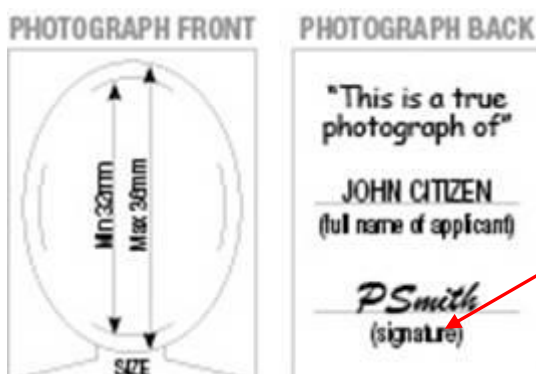
## What do the following Authorised Officers need to do to certify your documents?

To have your document certified you will need to present both the original and a copy of each document to the Authorised Officer for certification of the copies in your presence.

**Please note:** Certification must be on the face of the copied documents and will not be accepted if written on an adhesive label.

Each page of every document must be copied and certified separately and must clearly show:

- The statement “certified true copy of the original”
- The date of certification
- The original signature of the Authorised Officer and printed name
- Title (e.g. Notary Public) and address of the Authorised Officer legibly printed below the signature. It must be possible, from the details provided, for the Australian Dental Council to contact the Authorised Officer if necessary.
- Documents
  1. All the above certification requirements MUST be in English and on the face of the copied document.
  2. Two sided and multiple page documents must be certified on both sides and on every page.
- Photographs – must be certified only on the back of the photograph in English, and must state that the photograph is a true likeness of the applicant as follows



The Authorised Officer must also state –  
Full name,  
signature & title,  
contact details.

Cont...

## Who can certify documents?

**In Australia**, the following people are authorised to certify documents:

- **Health professions:** Chiropractor, Dentist, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Psychologist
- **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
- **Public servants:** Federal, State or Territory or Local – employed for five years or more.
- Permanent employees of the **Australian Health Practitioner Regulation Agency**
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, NIA 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 5+ years 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
- Teacher (full-time) at a school or tertiary education institution

**Outside Australia**, the following people are authorised to certify documents

- Justice of the Peace
- 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.

### Please note:

- **Any original documents submitted to the ADC will not be returned to you unless requested in writing.**
- **A request for documentation to be returned to applicants will occur an \$85 (AUD) administrative fee.**
- **A migration agent/authority to act may not certify documents due to perceived conflict of interest.**