

## Certification of Documents Guidelines

When assessing the qualifications and skills of overseas trained dental practitioners, it is important that the Australian Dental Council (ADC) is satisfied that copies of important documents (such as identity documents and degree certificates) are genuine.

When you provide copies of documents to the ADC in support of an application, or other purpose required by the ADC, you must provide certified copies. The ADC may contact a certifier to confirm details of a certification.

A certified copy is a copy of an original document that has been verified by an authorised officer to be a true copy (*please see page 3 for a list of authorised officers*).

Copied documents must be clear, unaltered and complete with no information omitted/ missing from the original document.

The authorised officer must view both the original document and the copy and certify each copy in your presence.

### Certification requirements

Authorised officers often certify documents in different ways. It is your responsibility to check that, prior to submission, the certification of your copied documents and photographs meet the ADC requirements. If the authorised officer is unable or unwilling to provide all details as requested, you should consider seeking certification from an alternate authorised officer.

- All certifications must be in English. If certifications are in a language other than English, you must provide a translation.
- We cannot accept certifications provided on an adhesive label.
- Documents must have been certified within one year of the application received date.
- The ADC prefers high resolution, coloured copies of documents wherever possible.

### Documents:

- Certifications must be on the face of each page of each copied document.
- Certifications will not be accepted on the back of documents or when provided on a separate page.
- If the document is double sided, both sides must be certified in full.

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

- the statement "certified true copy of the original"
- the name of the authorised officer
- the title of the authorised officer
- an identification or registration number (if applicable)
- the original signature of the authorised officer
- the date of certification
- contact details of the authorised officer (phone number or email address).

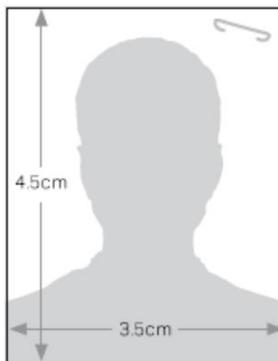
**Please note:** For Justices of the Peace, a registration number in lieu of contact information will only be acceptable if the contact information (phone number or email address) is searchable on an official online government register.

## Photographs:

Photographs must be certified on the back and include the following:

- the statement **“True photo of: [insert your full name]”**
- the full name of the authorised officer
- the title of the authorised officer
- an identification or registration number *(if applicable)*
- the signature of the authorised officer
- the date of certification
- contact details of the authorised officer *(phone number or email address)*.

### Photograph front



### Photograph back

**True photo of:**

**YOUR FULL NAME**

**Authorised Officer's**

- **Full Name**
- **Title, ID/Reg.**
- **Signature**
- **Date**
- **Contact Details**

If the authorised officer is unable to provide the required information on one photograph, they may provide the required information across a single sheet of multiple photographs.

## Important!

Certified copies will be accepted only when submitted in hard copy by mail (not by fax, email, etc.). Photos of documents, CamScanned documents or photocopies of previously certified documents will **NOT** be accepted.

Incomplete or incorrect certifications will not be accepted and may result in delays or refusal of an application.

## Who can certify my documents?

### In Australia

The following people are authorised to certify documents:

- **Health professionals:** chiropractor, doctor, dentist, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist
- **Legal professionals:** legal practitioner, patent attorney, trademarks attorney
- **Court positions:** bailiff, Justice of the peace, judge, magistrate, registrar or deputy registrar, commissioner for affidavits or commissioner for declarations (dependent on jurisdiction)
- **Government representatives** (elected): Federal, State or Territory or Local
- Permanent employees of Australian Health Practitioner Regulation Agency (AHPRA).
- Notary public
- Police officer

### Outside Australia

The following people are authorised to certify documents:

- Justice of the Peace
- Notary public
- Australian consular officer or embassy officer (within the meaning of the Consular Fees Act 1955)

**Please note:** Due to a perceived conflict of interest, family members, nominated authorities to act and/or migration agents are **NOT** authorised to certify your documents.

Translators who do not hold an authorised position (*as listed above*), are also **NOT** authorised to certify your documents.

## What if I need my documents back?

The ADC strongly recommends that candidates provide certified copies of their documents as there is the potential for original documents to be lost or damaged in transit.

If you require documents you have submitted to be returned, you must:

- Make a request in writing to the ADC specifying the documents you would like returned
- Pay the administrative fee of \$85.00 AUD using the credit card authority form.

Documents will only be returned to the address held on the applicant/candidate record.